

Sample of Unacceptable Invoice

INVOICE

Date: May 19, 2014
Invoice # [1010]

Professional Services, Inc



TO: John M.
Hess Corporation
[Street Address]
[City, ST ZIP Code]
[Phone]

SHIP TO: John M.
Hess Corporation
[Street Address]
[City, ST ZIP Code]
[Phone]

SALESPERSON	JOB	SHIPPING METHOD	SHIPPING TERMS	DELIVERY DATE	PAYMENT TERMS	DUE DATE
Dennis Smith	1234	FOB Destination			Due on Receipt	

QUANTITY	ITEM #	DESCRIPTION	UNIT PRICE	DISCOUNT	LINE TOTAL
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Unacceptable Invoice

- Color Font and Paper (Carbon Copy)
- Landscape Format
- Missing Correct Billing Information:
 - Correct legal entity
 - No cost coding included on the invoice (PO#, Network and Activity Code or Workorder #, Well Location, Hess Contact Person is incomplete)
- No attached supporting documentation (i.e. 3rd party charge receipts, signed delivery tickets, inspection reports, timesheets, etc.)
- Invoices submitted 30 days from the date of service/materials rendered
- Invoices submitted to Office Locations will not be processed

Total Discount		
Subtotal		
Sales Tax		
Total		

