Original Invoice ← Your request for payment should be clearly marked as an original invoice (not a statement, agreement, contract or otherwise)

Invoice Number: 1251257

Invoice Date: August 17, 2006 ← Include a unique invoice number and the corresponding invoice date

XYZ Company ← Include your company and contact information
1000 Main Ave.
Anywhere, ST Zip Code
Phone: (608) 664-XXXX
Fax: (608) 664-XXXX

- Name
- Full address
- Federal Tax Identification Number
- Phone and fax number for account and billing inquiries

- Ship To (i.e., Service Rendered address) - this information can also be included in the body of the invoice
- Additional information, such as the cost center to be charged, will expedite payment

- Include the requestor/U.S. Cellular® contact person's name in the Bill To address
- Use the <u>dedicated P.O. Box</u> to avoid delays in payment due to misrouting

Bill To:
U.S. Cellular®
Attn: Jane Doe or jane.doe@uscellular.com
P.O. Box 620989
Middleton, WI 53562-0989

Ship To:
U.S. Cellular
Attn: Jane Doe
8410 W. Bryn Mawr
Chicago, IL 60631
US Cellular Cost Center NNNNNN
(6 digit number)

Line #	Item #	Description	Model	Quantity Shipped	UOM	Unit Price	Extension
					Subtotal		$ -
					Tax		$ -
					Freight		$ -
					Total		$ -

Include detail information regarding goods or services provided

Remit To: ← Include Remit-To information (if different from company information)
XYZ Company
P.O. Box
Anywhere, ST Zip Code
Billing Inquiries: 800-123-4567 or billquestions@xyz.com

FedID # XX-XXXXXXX ← Include your Federal Tax Identification Number

U.S. Cellular's standard payment terms are net 30 days, unless stated otherwise in a master service agreement.

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