

JOB ROLE – CASHIER

Sector – Retail
(Qualification Pack Code: RAS/Q 0102)



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UNIT 3: CUSTOMER ORDER FOR GOODS

Session 4: Invoice

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Session Objectives

The student will be able to:

- Describe the meaning of invoice
- Explain the types of invoice
- List out the contents of invoice

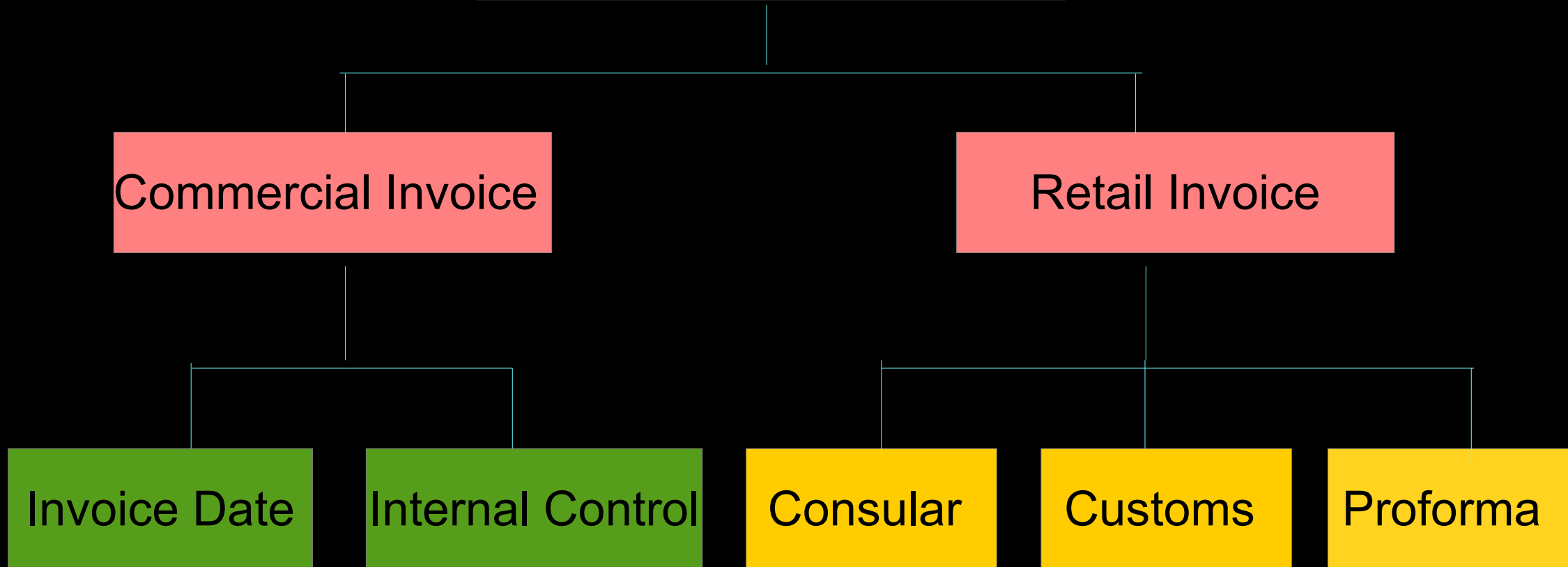
Introduction

Every invoice has a unique identification number also called invoice number. It is used as a reference number by both the parties - internal and external. Many times the invoice becomes a commercial instrument for both the buyer and the seller.

Meaning of Invoice

Invoice is a written and non-negotiable commercial instrument issued by a seller to a buyer. An invoice contains date of shipment, transportation mode, prices and discounts, place of delivery and terms of payment. Sometimes it serves as a demand for payment.

Types of Invoice



Contents of Invoice

- Company information
- Header
- Date, invoice number and unique identifier
- List of goods and services
- Terms and conditions
- Total amount due

Summary

In this session, you have learnt about the meaning of invoice, types of invoice like commercial invoice and retail invoice and contents of invoice.

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