

INVOICES / PACKING SLIP WITH PACKAGE

- 1 Order Number
- 2 Customer Number
- 3 Order Date
- 4 Invoice Date
- 5 Customer P/O #
- 6 Department
- 7 Order Total

Invoice

Complete Office
 TUKWILA OFFICE / 206-628-0059 / FAX 206-628-8366
 SPOKANE OFFICE / 509-535-5432 / FAX 509-534-8988

Remit to: 11521 E. Marginal Way S., Suite 100
 Tukwila, Washington 98168

INVOICE # 645457-0
 CUSTOMER # 412597

BILL TO: BENDUSTRIES INC.
 ATTN: ACCOUNTS PAYABLE
 108 UPANISHAD DR
 SEATTLE WA 98104

SHIP TO: BENDUSTRIES INC.
 300-000 HUMAN RESOURCES
 108 UPANISHAD ST
 SEATTLE WA 98104

SLSM	ENTERED BY	ORDER DATE	INVOICE DATE	CUSTOMER PO#
999	401	11/17/10	11/17/10	586457

ROUTE	DEPT	PAGE
A	300	1

ORDER	SHIP	B/O	ITEM NUMBER	MFG DESCRIPTION	UNIT	PRICE	EXT
1	1		L557BR	LED LAMP, BANKERS, BRS/GRN	EA	94.91	94.91
2	2		54031	SWI FINGER TIP, RUB, SZ 11	DZ	2.82	5.64
4	4		3D	MLK PADLOCK, MAX SECURITY, 1.5"	EA	9.30	37.20
1	1		02041	SPR SCISSORS, PLASTIC HDL, STNL	EA	4.54	4.54

Packing Slip

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 TUKWILA OFFICE / 206-628-0059 / FAX 206-628-8366
 SPOKANE OFFICE / 509-535-5432 / FAX 509-534-8988

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1	1		02041	SPR SCISSORS, PLASTIC HDL, STNL	EA

FREIGHT CHARGE

▲ If Batch Billing is *not* chosen an Invoice will be included with each delivery.

◀ If a Batch Billing option is chosen, a Packing Slip will be included with each delivery.

YOUR OPTIONS

We offer many billing and invoicing options which allows the greatest flexibility when it comes to integrating with your own procedures. We believe in giving you the choice of how you want your bills sent. Your options include the following:

MONTHLY STATEMENTS

For all billing options, once a month a statement will be emailed to you listing any unpaid invoices.

INVOICES WITH PACKAGE

With each delivery, your package will include an invoice.

BATCH BILLING BY INVOICE

With each delivery, your package will include a packing slip. You will receive a weekly batch bill sorted by invoice number.

BATCH BILLING BY DEPARTMENT

With each delivery, your package will include a packing slip. You will receive a weekly batch bill sorted by department.

Please see your Complete Office Account Manager for more details.



Complete Office

BILLING OPTIONS



Enjoy the freedom of customized billing!



Complete Office

Website: www.complete-office.com

Seattle Office: 206-628-0059 | Fax: 206-628-8366 | Email: sales@complete-office.com

Spokane Office: 509-535-5432 | Fax: 509-534-8988 | Email: spokane-sales@complete-office.com

MONTHLY STATEMENT

- 1 Invoice Number
- 2 Customer Number
- 3 Invoice Date
- 4 Statement Date
- 5 Customer P/O #
- 6 Department
- 7 Invoice Amount
- 8 Total Due

Statement

Complete Office
11521 E. Marginal Way S., Ste 100
Seattle, WA 98168

Corporate Office
Phone 206-628-0059
Fax 206-628-8366
www.complete-office.com

BENDUSTRIES INC.
Attn: Accounts Payable
108 Upanishad Dr
Seattle, WA 98104

To ensure proper credit to your account please provide remittance details on payments issued. Distribution of payments received without detail will begin with the oldest outstanding invoice forward.

Salesperson: Internal Account
Account #: 412597

Statement as of 11/18/2010

Current	31-60	61-90	91-120	Over 120	TOTAL DUE
\$368.98	\$0.00	\$0.00	\$0.00	\$0.00	\$368.98

Date	Invoice	P.O.	Locn/Dept	Ordered By	Inv. Amount	Payments	Credits	Balance
11/10/2010	643025-0		100-000 Operations	Tyler Small	\$82.52	\$0.00	\$0.00	\$82.52
11/10/2010	643029-0	5751245	200-000 Facilities	Julie Connor	\$67.17	\$0.00	\$0.00	\$67.17
11/17/2010	645472-0	586457	300-000 Human Res	Tyler Small	\$155.81	\$0.00	\$0.00	\$155.81
11/17/2010	645465-0	785464	400-000 Legal	Tyler Small	\$63.48	\$0.00	\$0.00	\$63.48
CURRENT Total:					\$368.98			

We appreciate your business!! Terms are net 30. Assembled furniture and special order items are not eligible for return. Shortages must be reported within 72 hours of receipt of goods. Merchandise returned after 30 days may be subject to a restocking fee.

▲ With all billing options a Monthly Statement is provided with a listing of any unpaid Invoices.

BATCH BILLING SORTED BY INVOICE

- 1 Summary Period
- 2 Customer Number
- 3 Invoice Number
- 4 Invoice Date
- 5 Department
- 6 Order Total

Summary

Complete Office
11521 E. Marginal Way South, Suite 100
Seattle, WA 98168

Phone: 206-628-0059
Fax: 206-628-8366

Invoice
Period: 11/8/2010 - 11/14/2010
Customer #: 412597
Bendustries Inc.

Invoice #	Date	Dept	Sub-Total	Tax	Total
643025-0	11/10/2010	100	\$75.36	\$7.16	\$82.52
643029-0	11/10/2010	200	\$61.34	\$5.83	\$67.17
Total:			\$136.70	\$12.99	\$149.69

Invoice Detail

Complete Office
11521 E. Marginal Way South, Suite 100
Seattle, WA 98168

Phone: 206-628-0059
Fax: 206-628-8366

INVOICE # 643025-0
Customer #: 412597
Bendustries Inc.

BILL TO:
Bendustries Inc.
Attn: Accounts Payable
108 Upanishad Dr
Seattle, WA 98104

SHIP TO:
Bendustries Inc.
100-000 Operations
108 Upanishad St
Seattle, WA 98104

Salesrep: 999
Order Taker: 401

Order Date	Invoice Date	PO Number	Ordered By	Dept
11/10/2010	11/10/2010		Tyler Small	100

Order	Ship	B/O	Item Number	MFG	Description	Unit Price	UM	Total
1	1		2161BL	SAF	STAND,LAPTOP,MESH,BLK	\$25.00	EA	\$25.00
1	1		68905	QUA	ENVELOPE,CD,4-7/8X5,24#,AST	\$10.41	BX	\$10.41
1	1		AP30R	CCE	SERVER,3,LT LEVER ST,STST	\$39.95	EA	\$39.95
SubTotal						\$75.36		
						Tax	\$7.16	
Total						\$82.52		

THANK YOU FOR YOUR ORDER

▲ Each week you will receive a list of all Invoices for the billing period. This list will be sorted by Invoice number.

◀ Along with a list of Invoices you will receive Invoice Detail pages showing full details about each Invoice, sorted by Invoice number.

BATCH BILLING SORTED BY DEPARTMENT

- 1 Summary Period
- 2 Customer Number
- 3 Invoice Number
- 4 Invoice Date
- 5 Department
- 6 Order Total

Summary

Complete Office
11521 E. Marginal Way South, Suite 100
Seattle, WA 98168

Phone: 206-628-0059
Fax: 206-628-8366

Invoice
Period: 11/01/10 - 11/19/10
Customer #: 412597
Bendustries Inc.

Dept	Invoice #	Date	PO Number	Sub-Total	Tax	Total
100 100-000 Operations	643025-0	11/10/2010		\$75.36	\$7.16	\$82.52
	645472-0	11/17/2010	145854	\$399.16	\$37.92	\$437.08
	C 645472-0	11/17/2010	145854	(\$399.16)	(\$37.92)	(\$437.08)
Total for 100				\$75.36	\$7.16	\$82.52
200 200-000 Facilities	643029-0	11/10/2010	5751245	\$61.34	\$5.83	\$67.17
Total for 200				\$61.34	\$5.83	\$67.17
300 300-000 Human Resources	645457-0	11/17/2010	586457	\$142.29	\$13.52	\$155.81
Total for 300				\$142.29	\$13.52	\$155.81
400 400-000 Legal	645465-0	11/17/2010	785464	\$57.97	\$5.51	\$63.48
Total				\$97.97	\$5.51	\$63.48
Total				\$32.02		\$368.98

Invoice Detail

Complete Office
11521 E. Marginal Way South, Suite 100
Seattle, WA 98168

Phone: 206-628-0059
Fax: 206-628-8366

INVOICE DETAIL BY DEPT
Period: 11/01/10 - 11/19/10
Customer #: 412597
Bendustries Inc.

BILL TO:
Bendustries Inc.
Attn: Accounts Payable
108 Upanishad Dr
Seattle, WA 98104

SHIP TO:
Bendustries Inc.
100-000 Operations
108 Upanishad St
Seattle, WA 98104

Salesrep: 999
Order Taker: 401

Date	Dept	Description	PO Number	Ordered By
11/10/2010	100	100-000 Operations		Tyler Small

Order	Ship	B/O	Item Number	MFG	Description	Unit Price	UM	Total
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1	1		AP30R	CCE	SERVER,3,LT LEVER ST,STST	\$39.95	EA	\$39.95
SubTotal						\$75.36		
						Tax	\$7.16	
Total						\$82.52		

THANK YOU FOR YOUR ORDER

▲ Each week you will receive a list of all Invoices for the billing period. This list will be sorted by Department.

◀ Along with a list of Invoices you will receive Invoice Detail pages showing full details about each Invoice, sorted by Department.