Total Office Supplies Ltd

INVOICE

Plot 22, Spintex Road, Accra · accounts@totaloffice.example
TIN C0004471023

INV-4471
Date: 2 October 2026
Due: 1 November 2026

BILL TO

Asante & Partners Ltd
Attn: Kwame Asante, Finance manager
14 Liberation Road, Airport Residential Area, Accra · info@asantepartners.com

ITEM	QTY	UNIT PRICE (GHS)	AMOUNT (GHS)
A4 printer paper, 80 gsm (box of 5 reams)	20	240.00	4,800.00
Toner cartridge, HP 59A	4	1,150.00	4,600.00
Lever arch files	40	35.00	1,400.00
Delivery to Airport Residential Area	1	150.00	150.00
		Subtotal	10,950.00
		VAT and levies (example rate, 20%)	2,190.00
		Total due	**13,140.00**

PAYMENT

Bank transfer to Total Office Supplies Ltd, Example Bank, account 0123456789. Please quote INV-4471. Delivery note 0912 attached separately.

Practice file for the ConnectGH DMS tutorials. All names, numbers and rates are fictional.