Sample Invoice & Farm Letterhead

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| --- | --- |
|  | Pretty Prairie FarmSally Flynn90210 Bee StreetAnyville, MN 55555320-333-1234[www.prettyprairie.com](http://www.prettyprairie.com) |

Invoice #: 1234
Date of invoice: 10/24/15

Purchaser:

Anyville Elementary School
10112 XYZ Ave.
Anyville, MN 55555

|  |  |  |  |
| --- | --- | --- | --- |
| Description | Quantity (lbs.) | $/unit | Total |
| 25 Whole Chickens | 130.23 | $2.75 | $358.13 |
| TOTAL  | . |  | $358.13 |

# Help! I don’t have letterhead for my farm!

If you don’t have a letterhead established for your farm, it is easy to create in a word processing program.

|  |  |
| --- | --- |
| At the top of a document, type in the following information: | Example: |
| Your farm nameYour nameYour street addressCity/State/ZipYour phone number(s)Your website or Facebook page | Pretty Prairie FarmSally Flynn90210 Bee StreetAnyville, MN 55555320-333-1234www.prettyprairie.com |

|  |  |  |
| --- | --- | --- |
| Choose whether you want that on the left-hand side, centered, or right-hand side of the page.Convert your farm name to a font style you like. Put it in a larger font size, or in bold-face or Italics.Add your farm logo or a design that symbolizes your farm, if you have one. |   | Pretty Prairie FarmSally Flynn90210 Bee StreetAnyville, MN 55555320-333-1234[www.prettyprairie.com](http://www.prettyprairie.com) |

That’s it! Save the document as “letterhead.” If you don’t have your own computer or printer, have a printing shop or a friend print blank copies of the letterhead for you. Then you can type or handwrite information on the blank letterhead sheets. If you have a computer and printer, then anytime you need to use letterhead, open the letterhead file and save it with a new filename that describes the document; for example: “potatoes\_invoice\_Oct13\_2016” Then add your product information on the document, below the letterhead. Save the file when you are done.