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| **INVOICE** |

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| To: | Beinecke Rare Book and Manuscript Library, Yale University |

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| Postal Address: | P.O. Box 208330  New Haven, CT 06520-8330 |

|  |  |
| --- | --- |
| Shipping Address (FedEx / UPS): | 344 Winchester Ave.  Dock 8  New Haven, CT 06511 |

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| --- | --- |
| Attention: |  |

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| --- | --- |
| Date: |  |

|  |  |
| --- | --- |
| Invoice number: |  |

|  |  |
| --- | --- |
| Name: |  |
| Address Line 1: |  |
| Address Line 2: |  |
| City/Town |  |
| State/Province |  |
| ZIP/Postal Code: |  |
| Country: |  |
| Phone: |  |
| E-mail: |  |

|  |  |
| --- | --- |
| Description | Amount |
|  |  |
|  |  |
|  |  |
|  |  |
| Total: |  |

**Beinecke Rare Book and Manuscript Library Invoice Instructions**

The Beinecke Library requires all businesses and individuals from whom we purchase collection material to supply an invoice. The Beinecke Library may not complete this invoice on your behalf, but offers it as a template for you to use. ***All fields in the above form are required unless noted otherwise below.***

* **Attention**
  + The name of the curator or collection to whom the invoice should be directed.
* **Date**
  + The date the invoice is issued
* **Invoice number**
  + A unique number identifying this invoice for your records and ours
  + Suggested format: YYYY-MM-DD
* **Name**
  + The name of the seller of the listed materials
  + Payment will be made to this person or business.
* **Address Line 1 and 2**
  + The address of the seller of the listed materials
  + Payment will be sent to this address.
  + Use as many lines as required. Add additional lines if necessary.
* **City/Town**
* **State/Province**
* **ZIP/Postal Code**
* **Country**
* **Phone and E-mail**
  + At least one phone number or e-mail address is required.
  + Both are preferred
* **Description**
  + A concise description of the material being purchased
  + If the invoice includes multiple purchases, please list one item or lot per line.
  + Add additional lines as necessary.
  + Shipping expenses may be listed as a separate line, if applicable.
* **Amount**
  + The amount to be paid for each item
  + Please indicate the appropriate currency.
* **Total**
  + The total amount to be paid by the Beinecke Library
  + Please indicate the appropriate currency.

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