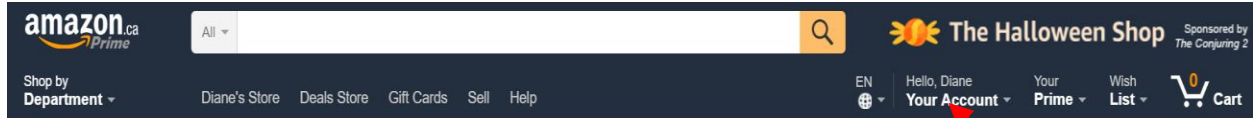
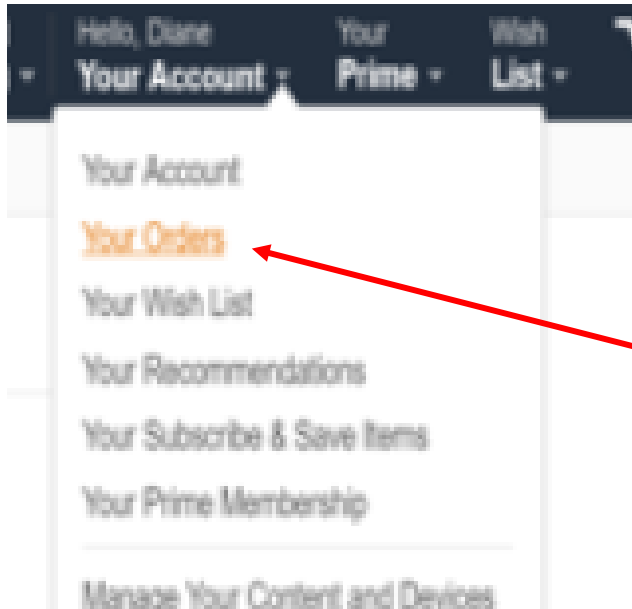


How to print an invoice from <https://www.amazon.ca>

STEP 1:



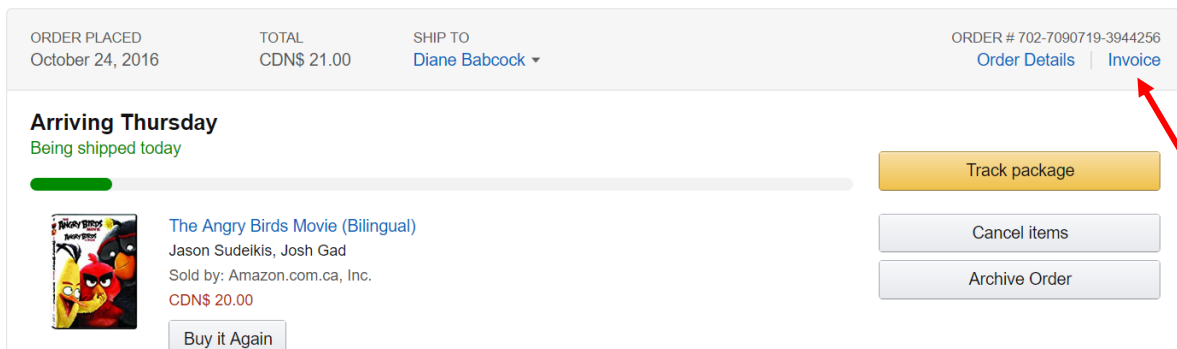
STEP 2:



Log into your Amazon Account

Under the Your Account drop down menu, choose Your Orders

STEP 3:



Find the order number you have received and click on the Invoice link.

STEP 4: Printing the Invoice

Details for Order #702-7090719-3944256

[Print this page for your records.](#)

Order Placed: October 24, 2016
Amazon.ca order number: 702-7090719-3944256
Order Total: CDN\$ 21.00

Shipping Now	
Items Ordered 1 of: <i>The Angry Birds Movie (Bilingual)</i> , Jason Sudeikis, Josh Gad Sold by: Amazon.com.ca, Inc. Condition: New	Price CDN\$ 20.00
Shipping Address: Diane Babcock 5615 - 48th Street Postal Bag 8 Elk Point, Alberta T0A 1A0 Canada	Item(s) Subtotal: CDN\$ 20.00 Shipping & Handling: CDN\$ 0.00 ----- Total before tax: CDN\$ 20.00 Estimated GST/HST: CDN\$ 1.00 Estimated PST/RST/QST: CDN\$ 0.00 ----- Total for this Shipment: CDN\$ 21.00 -----
Shipping Speed: Two-Day Shipping	

After clicking the Invoice link, the Order Details page will open. Click print for a copy of the invoice

STEP 5:

Send this invoice with your Outside Purchase Expense Claim Form.