|  |
| --- |
| Sales Order |
| Logo placeholder | [Your company slogan] | Date [Enter a date]Invoice # [100] |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| [Your Company Name][Street Address][City, ST ZIP CodePhone [000-000-0000]Fax [000-000-0000][e-mail] | TO | [Name][Company Name][Street Address][City, ST ZIP Code]Phone [000-000-0000]Customer ID [ABC123] | SHIP TO | [Name][Company Name][Street Address][City, ST ZIP Code]Phone [000-000-0000]Customer ID [ABC123] |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Salesperson | Job | Shipping Method | Shipping Terms | Delivery Date | Payment Terms | Due Date |
|  |  |  |  |  | Due on receipt |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Qty | Item # | Description | Unit Price | Discount | Line total |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Total Discount |  |  |
| Subtotal |  |
| Sales Tax |  |
| Total |  |

Make all checks payable to [Your Company Name]

Thank you for your business!