

YourCompany Inc.

Excellence in Business Solutions

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Business City, BC 12345
Phone: (555) 123-4567 | Email: sales@yourcompany.com

SALES ORDER

SO-2025-001234

September 26, 2025

OPEN

BILL TO

Contoso Retail Seattle

Customer Account:
CONTOSO-SEA
1234 Pine Street
Seattle, WA 98101
United States

SHIP TO

Contoso Retail Seattle

1234 Pine Street
Seattle, WA 98101
United States

ORDER DETAILS

Payment Terms: Net 30
Delivery Mode: Standard
Requested Ship Date:
October 1, 2025
Site: 1
Warehouse: 11

Line	Product Code	Description	Qty	Unit	Unit Price	Line Total
1	1000	Premium Wireless Headphones	5	ea	\$10.00	\$50.00
2	A0001	Bluetooth Speaker Pro	10	ea	\$5.00	\$50.00
3	1000	Premium Wireless Headphones - Black Edition	5	ea	\$10.00	\$50.00
4	A0001	Bluetooth Speaker Pro - Portable	10	ea	\$5.00	\$50.00
5	1000	Premium Wireless Headphones - White Edition	5	ea	\$10.00	\$50.00
6	A0001	Bluetooth Speaker Pro - Waterproof	10	ea	\$5.00	\$50.00

Subtotal:	\$300.00
Tax (8.25%):	\$24.75
Shipping:	\$0.00

TOTAL AMOUNT: **\$324.75**

Terms and Conditions:

Payment is due within 30 days of invoice date. Late payments may incur additional charges.
All sales are subject to our standard terms and conditions available at www.yourcompany.com/terms

Thank you for your business! | Questions? Contact us at sales@yourcompany.com | Phone: (555) 123-4567