* + - 1. **Quotation**
      2. An example of a quotation:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| QUOTATION   * + - 1. *The organisation providing the quote (us)*   **ANABELLE PRINTERS LTD**  64 Brandon Way Cambridgeshire CB14 2JU   * + - 1. *Anabelle Printers Ltd’s internal reference number*       2. *Anabelle Printers Ltd’s VAT number*       3. *The customer who has requested the quote*  |  |  |  |  | | --- | --- | --- | --- | | **To:** | Tinds Trades Ltd 94 Chessel Crescent Bitterne Southampton SO19 4BN | **Quote Number:** | 16 | | **VAT Registration Number:** | 891 2362 88 | | **Date:**   * + - 1. *The date that the quote was produced* | 14 March |   Please find below price details as requested   |  |  |  |  | | --- | --- | --- | --- | | Product code | Description | Unit price (net) | Discount | | 4561 | Four-page colour brochure (100 per box) | £87.99 | 5% for 10 units or more | | 8675 | A6 colour flyer (250 per box) | £95.17 | 10% for 15 units or more |   Orders are subject to our terms and conditions detailed overleaf.  Payment terms are 30 days from invoice date. |

**Sales order**

An example of a sales order:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **order**   * + - 1. *The customer who has sent the order*   **TINDS TRADES LTD**  94 Chessel Crescent   * + - 1. *The organisation that they are ordering from (us)*   Bitterne   * + - 1. *The customer’s reference number*   Southampton SO19 4BN   * + - 1. *The reference number of the original quotation*  |  |  |  |  | | --- | --- | --- | --- | | **To:** | Anabelle Printers Ltd 64 Brandon Way Cambridgeshire CB14 2JU | **Order Number:**  **Your Reference:** | AP67  16 | |  |  | **Date:** | 21 March | |  | * + - 1. *The date that the customer has placed the order* | **Date Required:** | 3 April |  * + - 1. *The date that the customer needs the product*  |  |  |  |  |  | | --- | --- | --- | --- | --- | | Item | Description | Quantity | Unit price | Total | | 4561 | Four-page colour brochure (100 per box) | 4 | £87.99 | £351.96 | | 8675 | A6 colour flyer (250 per box) | 6 | £95.17 | £571.02 | |  | | | Net total | £922.98 |   Additional information…………………………………………………………………………………………………………………  Authorised by …………………………………………………………….. Date …………………………………………………. |

**Delivery note**

An example of a delivery note:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DELIVERY NOTE**  *The organisation making the delivery*  **ANABELLE PRINTERS LTD**  64 Brandon Way Cambridgeshire  CB14 2JU  *The customer that the delivery is being made to*   |  |  |  |  | | --- | --- | --- | --- | | **To:** | Tinds Trades Ltd 94 Chessel Crescent Bitterne Southampton SO19 4BN | **Order Number:** | AP67 | | **Date:** | 2 April | | *The customer’s order reference number*  *The date of the delivery* |  | |  |  |  |  |  |  |  |  | | --- | --- | --- | | **Product code** | **Description** | **Quantity** | | 4561 | Four-page colour brochure (100 per box) | 4 | | 8675 | A6 colour flyer (250 per box) | 6 |   Received by ………………………………………………………………………  Signature ………………………………………………………………………….  Date ………………………………………………………………………………… |

**Sales invoice**

An example of a sales invoice:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **INVOICE**   * + - 1. *The organisation requesting payment (us)*   **ANABELLE PRINTERS LTD**  64 Brandon Way Cambridgeshire CB14 2JU   * + - 1. *Alphanumeric reference identifying the customer*       2. *The date the invoice was raised*       3. *Sequential invoice number*       4. *The customer that we are requesting payment from*   *Anabelle Printers Ltd’s VAT number*   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **To:** | Tinds Trades Ltd 94 Chessel Crescent Bitterne Southampton SO19 4BN | **Invoice Number:** | 18736 |  | | **Customer Reference:** | TT03 |  | | **Invoice Date:**  **VAT Registration Number:** | 5 April  891 2362 88 |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Product code** | **Description** | **Quantity** | **Unit £** | **Tax Rate %** | **Total £** | | 4561 | Four-page colour brochure (100 per box) | 4 | 87.99 | 20 | 351.96 | | 8675 | A6 colour flyer (250 per box) | 6 | 95.17 | 20 | 571.02 | | DC1 | Delivery charge | 1 | 10.00 | 20 | 10.00 |  |  |  | | --- | --- | | **Net total** | **£932.98** | | **VAT 20%** | **£186.59** | | **Gross** | **£1,119.57** |   Payment is due within 30 days of the Invoice Date. |