

Sales order

Date issued Order # Customer ID
01 / 01 / 2023 00001 00001

Issued by: Zapier, Inc. Bill to: Jane Doe Ship to: Jane Doe
1 Zapier Way Jane Doe LTD. Jane Doe LTD.
Suite Z 123 Forest Ln. 123 Forest Ln.
(877) 381-8743 Suite A Suite A
contact@zapier.com (012) 345-6789 (012) 345-6789
 contact@janedoeltd.com contact@janedoeltd.com

Sales date	P.O. #	Salesperson
01 / 01 / 2023	00001	John Doe

Shipping method	Shipping terms	Delivery date	Payment terms	Payment due
Ship Co.	Ground	01 / 02 / 2023	In full	On receipt

Item #	Description	Qty.	Unit price	Discount	Total
00001	Zapier product 1	2	\$100	25%	\$200
00002	Zapier product 2	1	\$100	NA	\$100

Subtotal	Discounts	Tax rate	Tax total	Handling	Other fees	Total
\$300	\$50	10%	\$25	\$0.00	\$0.00	\$250



For billing inquiries: Make checks payable to:
+1 (877) 381-8743 Zapier, Inc.
contact@zapier.com