

Sales Order Form

Company Name: ABC Supplies Inc. **Address:** 123 Main Street **City, State, Zip:** New York, NY 10001 **Phone:** (123) 456-7890 **Email:** contact@abcsupplies.com

Customer Information: **Customer Name:** John Doe **Address:** 456 Elm Street **City, State, Zip:** Los Angeles, CA 90012 **Phone:** (987) 654-3210 **Email:** johndoe@email.com

Order Details:

| Item No. | Description | Quantity | Unit Price | Total Price |
|----------|-------------------|----------|------------|-------------|
| 001 | Office Chair | 2 | \$120.00 | \$240.00 |
| 002 | Desk Lamp | 1 | \$45.00 | \$45.00 |
| 003 | Wireless Keyboard | 1 | \$80.00 | \$80.00 |

Subtotal: \$365.00 **Tax (8%):** \$29.20 **Shipping:** \$15.00 **Total Amount:** \$409.20

Payment Details: **Payment Method:** ☒ Credit Card ☐ PayPal ☐ Bank Transfer ☐ Cash **Card Number (if applicable):** 1234 5678 9012 3456 **Expiration Date:** 12/27 **CVV:** 123

Billing Information (if different from Customer Information): **Billing Name:** John Doe **Billing Address:** 456 Elm Street **City, State, Zip:** Los Angeles, CA 90012 **Phone:** (987) 654-3210 **Email:** johndoe@email.com

Terms & Conditions:

- All sales are final unless stated otherwise.
- Payment is due upon receipt of invoice unless other arrangements have been made.
- Shipping times may vary based on product availability and delivery location.
- The company reserves the right to refuse or cancel orders at its discretion.

Authorized Signature: John Doe **Date:** 03/06/2025