|  |  |
| --- | --- |
| Logo placeholder | SALES ORDER |
| [Company Name]  [Company Slogan] | INVOICE # [No.]  Date: [Click to Select Date] |
| [Street Address, City, ST ZIP Code]  Phone [phone] Fax [fax]  [email] |  |

|  |  |  |  |
| --- | --- | --- | --- |
| To | [Contact Name]  [Company Name]  [Street Address]  [City, ST ZIP Code]  [phone]  Customer ID [No.] | SHIP TO | [Contact Name]  [Company Name]  [Street Address]  [City, ST ZIP Code]  [phone]  Customer ID [No.] |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| salesperson | job | shipping method | shipping terms | delivery date | payment terms | due date |
|  |  |  |  |  | Due on receipt |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| qty | item # | description | unit price | discount | line total |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | | Total discount | |  |  |
|  | | Subtotal | | |  |
|  | | Sales Tax | | |  |
|  | | Total | | |  |

Make all checks payable to [Company Name]

Thank you for your business!