|  |  |
| --- | --- |
| Logo placeholder | SALES ORDER |
| [Company Name]  [Company Slogan] | INVOICE # **=SID**  Date: **=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 |
| Quantity | ItemName | null | Price | Discount | LineTotal |
|  | | Subtotal | | | =Subtotal |
|  | | ADDITIONAL DISCOUNT: =ADiscountrate | | | =ADiscount |
|  | | Sales Tax: =TAXRATE | | | =Tax |
|  | | Total | | | **=Total** |
|  | | PAID | | | =Paid |
|  | | BALANCE DUE | | | **=BalanceDue** |

Make all checks payable to [Company Name]

Thank you for your business!