|  |  |  |
| --- | --- | --- |
|  | [Your company slogan] | Sales Order |
| Date: [Enter a date]Invoice # [100] |
| To | [Name][Company Name][Street Address][City, ST ZIP Code][Phone]Customer ID [ABC123] | Ship To | [Name][Company Name][Street Address][City, ST ZIP Code][Phone]Customer ID [ABC123] |
| Salesperson | Job | Shipping Method | Shipping Terms | Delivery Date | Payment Terms | Due Date |
|  |  |  |  |  | Due on receipt |  |
|  |
| Qty | Item # | Description | Unit Price | Discount | Line Total |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Total Discount |  |  |
| Total Due |  |
| Sales Tax |  |
| Total |  |
| Make all checks payable to [Your Company Name]Thank you for your business![Your Company Name] [Street Address],[City, ST ZIP Code] Phone [000-000-0000] Fax [000-000-0000] [e-mail] |