

Your Company Name
Street Address
City, State, ZIP
Phone: (xxx) xxx-xxxx
Email: info@example.com

Sales Order

Order #: SO-0001
Date: 2024-07-01
Due Date: 2024-07-15

Bill To:
Customer Name
Customer Address
City, State, ZIP
Phone: (xxx) xxx-xxxx
Email: customer@example.com

#	Description	Quantity	Unit Price	Amount
1	Product or Service Name	2	100.00	200.00
2	Another Product or Service	1	150.00	150.00
Subtotal				350.00
Tax (10%)				35.00
Total				385.00

Notes:
Thank you for your business.

Authorized By

Received By