

Sales Order Request Template

Order Number

e.g. SO12345

Order Date

Customer Name

Customer Contact

Salesperson

Shipping Address

Billing Address

| Product Code | Description | Quantity | Unit Price | Total |
|--|----------------------|----------------------|----------------------|----------------------|
| <input type="text" value="e.g. P001"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Subtotal

Tax

Total Amount

Notes / Special Instructions