

Standard Sales Order Record

Order Information

Order No. _____

Date _____

Sales Rep _____

Status _____

Customer Information

Customer Name _____

Customer ID _____

Contact _____

Phone _____

Email _____

Address _____

Order Line Items

#	Product / Service	SKU / Code	Qty	Unit Price	Discount	Total

Totals

Subtotal

Tax

Shipping

Total Amount

Remarks / Notes