

Goods & Services Sale Template

Seller Information

Company/Name: _____

Address: _____

Contact: _____

Buyer Information

Company/Name: _____

Address: _____

Contact: _____

Sale Date

Reference/Invoice # _____

Goods / Services Provided

| Description | Quantity / Hours | Unit Price / Rate | Total |
|--------------|------------------|-------------------|-------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| Subtotal | | | _____ |
| Tax/Other | | | _____ |
| Total | | | _____ |

Terms and Conditions

Payment Terms: _____

Delivery/Completion Date: _____

Warranty/Return Policy: _____

Other Terms: _____

Seller Signature & Date

Buyer Signature & Date