

# 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