

# Sales Order Form

Order Reference:

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## Customer Information

|                  |                      |
|------------------|----------------------|
| Name             | <input type="text"/> |
| Company          | <input type="text"/> |
| Contact Number   | <input type="text"/> |
| Email            | <input type="text"/> |
| Billing Address  | <input type="text"/> |
| Shipping Address | <input type="text"/> |

## Order Summary

| Total Items          | Subtotal             | Tax                  | Shipping             | Grand Total          |
|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

# Order Details

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| Item # | Product Code | Description | Quantity | Unit Price | Total Price |
|--------|--------------|-------------|----------|------------|-------------|
| 1      |              |             |          |            |             |
| 2      |              |             |          |            |             |
| 3      |              |             |          |            |             |

Add More Rows

# Additional Instructions & Authorization

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## Special Instructions / Notes

## Terms and Conditions

- All orders are subject to availability and confirmation.
- Payment is due within 30 days of invoice unless otherwise agreed.
- Goods are delivered as per shipping details noted above.
- Returns are accepted within 14 days, subject to company policy.
- Please review your order carefully before submission.

## Authorization

|                      |             |
|----------------------|-------------|
| Authorized By (Name) | <div></div> |
| Signature            | <div></div> |
| Date                 | <div></div> |

