

Company Logo

Your Company Name LLC  
456 Business Drive, Suite 200  
City, State ZIP  
Phone: (123) 456-7890  
Email: info@yourcompany.com

## Sales Order Form

Order No.	SO-2024-001	Order Date	2024-07-01
Customer Name	John Doe Enterprises	Customer Phone	(234) 567-8901
Billing Address	123 Customer St., City, State ZIP		
Shipping Address	123 Customer St., City, State ZIP		

#	Product/Service	Quantity	Unit Price	Total
1	Product A Description	10	\$45.00	\$450.00
2	Service B Description	5	\$80.00	\$400.00
3	Product C Description	2	\$120.00	\$240.00

**Subtotal:** \$1,090.00  
**Tax (7%):** \$76.30  
**Total Due:** \$1,166.30

Authorized Signature  
(Company)

Customer Signature  
(Customer)

**Note:** Payment is due within 30 days of order date. Please review all details and contact us for any corrections.