

Sales Order Form Sample

A **sales order form sample** provides a structured template to capture customer purchases, ensuring all essential details like product description, quantity, and price are recorded accurately. It typically includes payment terms to clarify the agreed conditions and deadlines for payment. This form streamlines order processing and enhances communication between buyers and sellers.

Order Information

Order Number	SO-2024-001	Order Date	2024-06-07
Customer Name	John Doe Enterprises	Customer ID	JD10028
Contact Person	Jane Doe	Phone	(123) 456-7890
Billing Address	123 Business Lane, Suite 100, Cityville, NY 12345		
Shipping Address	456 Commerce Road, Cityville, NY 12345		

Order Details

Item No.	Description	Quantity	Unit Price	Total
101	USB 3.0 Flash Drive 32GB	50	\$8.50	\$425.00
102	Wireless Mouse	25	\$12.00	\$300.00
103	LED Desk Lamp	10	\$20.00	\$200.00
Subtotal				\$925.00
Sales Tax (8%)				\$74.00
Total Amount				\$999.00

Payment Terms

Payment Method	Bank Transfer / Credit Card / Check
Payment Term	Net 30 Days from Invoice Date
Deposit Required	30% upon order confirmation
Late Payment Penalty	2% monthly interest on overdue balances

Authorized Signature: _____ Date: _____

Please review the above order details and payment terms. By signing, you agree to the terms and conditions listed.