Your Company Logo

Your Company Name
123 Company Lane
New York, NY 12345
Tel. (123) 456-7890
Fax. (123) 456-7890

SALES ORDER

DATE: _____

SOLD TO: _____

SHIP TO: _____

TEL: _____ FAX: _____

TERMS	CUST. P.O. NUMBER	SALESMAN	BUYER
REMARKS			SHIP DATE

QUANTITY	ITEM #	DESCRIPTION	UNIT PRICE	TOTAL

ALL ORDERS ARE SUBJECT TO APPROVAL OF OUR SALES AND CREDIT DEPARTMENT

ORDER TAKEN BY: _____ SIGNATURE: _____

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