

[COMPANY NAME]

[Street Address]
[City, State, Zip]
[Tax ID/VAT Number]

SALES ORDER

SO #: _____
Date: _____

BILL TO:

[Client Company Name]
[Contact Person]
[Street Address]
[City, State, Zip]

SHIP TO:

[Client Company Name]
[Recipient Name]
[Street Address]
[City, State, Zip]

ORDER DETAILS:

P.O. Number: _____
Payment Terms: _____
Due Date: _____

SKU/Item #	Description	Quantity	Unit Price	Total

SKU/Item #	Description	Quantity	Unit Price	Total

Subtotal: \$0.00

Tax: \$0.00

Shipping: \$0.00

Total Amount: \$0.00

Notes / Terms: Please reference the Sales Order number on all wire transfers. Goods remain property of [Company Name] until paid in full.