Businessyield

BusinessYield Sales Order Template

[Your Company Logo]

Sales Order

Order Number: [Enter Order Number]
Date: [Enter Date]
Sales Representative: [Enter Sales Representative Name]
Customer Name: [Enter Customer Name]
Customer Address: [Enter Customer Address]
Customer Phone Number: [Enter Customer Phone Number]
Customer Email: [Enter Customer Email]

Item Number	Description	Quantity	Unit Price	Total Price
[Enter Item #1]	[Enter Description #1]	[Enter Qty]	[Enter Price]	[Enter Total]
[Enter Item #2]	[Enter Description #2]	[Enter Qty]	[Enter Price]	[Enter Total]
[Enter Item #3]	[Enter Description #3]	[Enter Qty]	[Enter Price]	[Enter Total]
...	...	...	...	...

Subtotal: [Enter Subtotal]
Shipping: [Enter Shipping Cost]
Tax: [Enter Tax Amount]
Total: [Enter Total Amount]

Terms and Conditions:

[Enter your terms and conditions here, such as payment terms, return policy, etc.]

Notes:

[Enter any additional notes or instructions here.]

Thank you for your business!