

Sales Order

Order No. _____

Date _____
_____/_____/_____

Salesperson _____

Customer Information

Customer Name _____

Phone _____

Email _____

Address _____

Order Details

Item Description	SKU	Quantity	Unit Price	Total

Subtotal: _____

Tax: _____

Total: _____

Payment Method
⌕ Cash ⌕ Card ⌕ Other: _____

Notes _____

Customer Signature

Authorized Signature