SALES ORDER

Your tag line goes here

Date: _____

Your logo and address go here

To _____

Salesperson	Shipping Method	Shipping Terms	Delivery Date	Payment Terms	Due Date
				Due on receipt	

Qty	Item #	Description	Unit Price	Discount	Line Total
			Total Discount		
				Subtotal	
				Sales Tax	
				Total	

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Make all checks payable to Jim Smith

Thank you for your business!

Address, Phone Number, E-mail address go here