SALES ORDER ACKNOWLEDGEMENT

TRY smartsheet for FREE

DATE	TERMS	ORDER NO.
DATE NEEDED		CUSTOMER NO.
SHIP DATE	SHIP VIA	F.O.B.

We are in receipt of your order as detailed below:

CUSTOMER

DELIVERY ADDRESS if different

ITEM NO.	ITEM NAME	DESCRIPTION	QTY	PRICE	AMOUNT

RECEIVED BY

SIGNATURE

DATE RECEIVED

NOTES

TOTAL QTY		SUBTOTAL	
	enter percentage	TAX RATE	
		TOTAL TAX	
	enter amount	DELIVERY	
	enter amount	LESS DEPOSIT / PARTIAL PAYMENT	
		TOTAL	