

# Sales Order

**Order No.**

SO-2024-0017

**Date**

2024-06-24

**Customer Code**

CUST-103

**Customer Name**

Acme Supplies Pte Ltd

**Address**

128 Example Road, Singapore 123456

#	Item Code	Description	Qty	UOM	Unit Price	Amount
1	SKU-1008	Printer A4 ColorJet Model 2024	2	pcs	450.00	900.00
2	SKU-1053	High-capacity Ink Cartridge	4	pcs	80.00	320.00
						<b>Subtotal</b> 1,220.00
						<b>GST (8%)</b> 97.60
						<b>Total Amount</b> 1,317.60

**Remarks**

Deliver items by 28-Jun-2024. Contact before delivery.

**Prepared By**

Samuel Lee

**Approved By**

Alicia Goh

**Important Notes:**

- Ensure all details are correct before posting to the ledger.
- Sales order serves as an official record for both buyer and seller.
- Keep attached copies of supporting documents if necessary.
- Review and authorize each order entry to avoid discrepancies in accounting records.