

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
Subtotal						1,220.00
GST (8%)						97.60
Total Amount						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.