

Sales Order Form

Order No.

SO-00123

Date

Customer Name

Customer Name

Billing Address

Customer Address

Phone

+62-XXX-XXXX

Salesperson

Staff Name

Order Details

No	Product / Description	Qty	Unit	Unit Price	Total
1	Product A		pcs	100,000	100,000
2	Product B		pcs	50,000	100,000
3					

Subtotal	200,000
Tax (%)	10
Total	220,000

Payment Term

e.g. 30 days

Delivery Date

Remarks

Special instructions or notes

Prepared by:

Approved by:

Customer Signature:

Important Notes:

- This form serves as a formal sales order for recording in the ledger.
- All details must be accurate and authorized signatures required for validity.
- Once approved, changes should be made via revision or new order form.
- Payment and delivery terms are binding as stated above.
- Keep a copy of this document for accounting and audit purposes.