

Sales Order

Order No: SO-2024-00123

Prepared By: John Doe

Date: 2024-06-15

Reference: Customer PO #4567

Customer Details

Customer Name: ABC Corporation

Billing Address:

123 Market Road

Cityville, ST 12345

Contact: Jane Smith

Email: jane.smith@abc.com

Phone: (555) 123-4567

Ledger Account Details

Account Name: ABC Corp Receivables

Account No: LEDG-400211

Payment Terms: Net 30 Days

Order Items

#	Description	Quantity	Unit Price	Total
1	Ledger Book - Standard	10	\$15.00	\$150.00
2	Ledger Book - Premium	5	\$25.00	\$125.00
			Subtotal	\$275.00
			Tax (10%)	\$27.50
			Total Due	\$302.50

Important Notes

- A Sales Order is not an invoice; it confirms products/services and pricing prior to delivery or billing.
- Ensure all customer and ledger information is accurate to avoid posting errors.
- Referenced payment terms should match contractual agreements.
- This document forms the basis for accounts receivable and inventory tracking.
- Review all items and totals before posting to the ledger.