

# Sales Order

**Order No:** SO-2024-00123

**Date:** 2024-06-15

**Prepared By:** John Doe

**Reference:** Customer PO #4567

## Customer Details

**Customer Name:** ABC Corporation

**Contact:** Jane Smith

**Billing Address:**

**Email:** jane.smith@abc.com

123 Market Road  
Cityville, ST 12345

**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
				<b>Subtotal</b> <b>\$275.00</b>
				Tax (10%) <b>\$27.50</b>
				<b>Total Due</b> <b>\$302.50</b>

## 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.