

**COMPANY NAME**

123 COMPANY STREET  
COMPANY CITY, ST 12345

**SALES ORDER**

SO #0135

**PARTICULARS:**

To book order of xxx

**SO DATE**

Jun 06, 20XX

**CUSTOMER XYZ**

BILL TO: 123 COMPANY STREET  
COMPANY CITY, ST 12345

**REF. NO.**

P00135

SHIP TO: 123 COMPANY STREET  
COMPANY CITY, ST 12345

INSTRUCTIONS: XXX

ITEM	QTY	PRICE	TOTAL
Item 1	500	P175	P87,500
Item 2	450	150	P67,500
Item 3	300	450	P135,000

**PREPARED BY:**

**APPROVED BY:**

NAME / TITLE / DATE

NAME / TITLE / DATE

Sub-Total P258,928.57  
VAT 12% 31,071.43  
**Total P290,000**

**THIS QUOTATION IS SUBJECT TO THE FOLLOWING  
TERMS AND CONDITIONS:**

1. Delivery will be made within [DAYS] days following [COMPANY NAME] receipt of payment.
2. Delivery will be made f.o.b. [COMPANY NAME] facility.
3. The general terms and conditions of purchase at [WEBSITE LINK OR REFERENCE TO ATTACHMENT] apply to this quotation contract.

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**AGREED AND ACCEPTED:**

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NAME

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TITLE

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DATE

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4. This quotation may be accepted to form a binding contract upon any one of the following options:
- a. Signature below and payment to [COMPANY NAME] for the items listed in this quote prior to the expiration date.
  - b. Issuance of a purchase order to [COMPANY NAME] referencing this quote and the terms and conditions herein prior to the expiration date above.

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**AGREED AND ACCEPTED:**

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**NAME**

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**TITLE**

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**DATE**