



OrderWise Invoicing Standard Layouts (Matrix Item)

Version 19.8 - Current

These are the standard Invoicing related layouts within OrderWise Business Management software. This is not an exhaustive list but are the typical layouts used within this area of the software. If you require different information to be displayed or have specific branding that is required for your layouts, you should discuss these requirements with your Business Consultant or Project Manager.

The examples included are:

- Invoice
- Invoice Copy
- Credit
- Credit Copy

Your company logo and contact details will replace the Airbox details shown on these examples.

If you require different information or designs than the example included or require specific layout documents that are not included in these examples then please contact us to discuss this.

Air Box

Newton Court
123 Saxilby Road
Lincoln
LN1 2LR
01522345678
www.airbox.co.uk
contact@airbox.co.uk



Customer Name & Address

Builder's Mate Merchants
17 Southfields Road
Eastbourne
East Sussex
BN21 1BU
England

Delivery Address

Builder's Mate Merchants
17 Southfields Road
Eastbourne
East Sussex
BN21 1BU
England

INVOICE

FAO: Fred Smith
Invoice Date: 24/11/2021
Your Acc No: BMM261
Invoice No: 3956

Qty	Code	Description	Price Each	Line Total	VAT %	Line VAT		
Order No: 2882		Order Reference: FMBLOG84		Order Date: 24/11/2021				
Delivery No: 4170								
3	ADHESIVE10SG	10g Super Glue Batch Nos: 1-17	2.78	8.34	20.00	1.67		
3	CHISEL3P	3 Piece Chisel & Sharpening Set	24.99	74.97	20.00	14.99		
5	COUNDECK100	4.5x65mm Countersunk Carbon Steel Decking Screws - Pack of 100	2.59	12.95	20.00	2.59		
Matrix Product								
Plain	XS	S	M	L	XL	Net	VAT	
Red	1.000	2.000	3.000	4.000	5.000	75.00	15.00	
Green		5.000	5.000	5.000		75.00	15.00	
	DELIVERY	Royal Mail - 3-5 Days				4.17	20.00	0.83
	DISCOUNT	Standard Discount	0.00%			10.00	20.00	2.00

A discount of 10.00 % of the full price applies if payment is made within 5 days from the Invoice date.
No credit note will be issued. Following payment you must ensure you have only recovered the VAT actually paid.

Special Instructions

If ordering Thursday or Friday, hold
despatch until Monday.

£ VAT Analysis

Tax Code	VAT %	Net (£)	VAT (£)
T1	20.00	90.43	18.08

Goods Net:	246.26
Delivery:	4.17
Discount:	-10.00
Order Net:	240.43
VAT:	48.08
Total:	288.51

Pound sterling

Terms: 30 days from invoice date

Payments to be made to the following bank details:

Natwest
High Street
Lincoln
LN1 1VV

Account No: 01020304
Sort Code: 010001

BIC/Swift: NWBK
IBAN: GB29 NWBK 0100 0101 020 34

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01522345678
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BIC/Swift: NWBK
IBAN: GB29 NWBK 0100 0101 020 34

All Trade

Newton Court
Saxilby Enterprise Park
Saxilby
Lincoln
LN1 2LR
01522 704083
www.airbox.co.uk
sales@airbox.co.uk



Customer Name & Address

Wilson Fittings
182 Trowbridge Road
Cheltenham
Gloucestershire
GL51 5AH
England

CREDIT NOTE

FAO: Callum Wilson
Credit Date: 21/08/2019
Credit No: 295
Your Acc No: WILS128

Qty	Code	Description	Price Each	Line Total	VAT%	Line VAT
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Details for Order No: 295

Order Date: 17/05/2019

5.00	CLAWHAML24	24oz Leather Handle Steel Claw Hammer	37.49	187.45	20.00	37.49
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Special instructions

£ VAT Analysis

Tax Code	VAT %	Net (£)	VAT (£)
T1	20.00	193.45	38.69

Goods Net:	187.45
Delivery:	6.00
Order Net:	193.45
VAT:	38.69
Total:	232.14

Pound sterling

All Trade

Newton Court
Saxilby Enterprise Park
Saxilby
Lincoln
LN1 2LR
01522 704083
www.airbox.co.uk
sales@airbox.co.uk



Customer Name & Address

Wilson Fittings
182 Trowbridge Road
Cheltenham
Gloucestershire
GL51 5AH
England

CREDIT NOTE COPY

FAO: Callum Wilson
Credit Date: 21/08/2019
Credit No: 295
Your Acc No: WILS128

Qty	Code	Description	Price Each	Line Total	VAT%	Line VAT
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Pound sterling