



OrderWise Sales Standard Layouts (Kit Item)

Version 20.11

These are the standard Sales 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:

- Acknowledgement
- Proforma
- Quote

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
Saxilby
Lincolnshire
LN1 2LR
01522345678
www.airbox.co.uk
contact@airbox.co.uk



Customer Name & Address	Delivery Address
Builder's Mate 17 Southfields Road Eastbourne East Sussex BN21 1BU England	Builder's Mate 17 Southfields Road Eastbourne East Sussex BN21 1BU England

ACKNOWLEDGEMENT	
FAO:	Fred Smith
Order Date:	27/08/2020
Your Acc No:	BMM261
Your Order No:	JBKITT
Taken By:	Joe Bloggs
Our Order No:	2909

This is Order Revision No 2 and Supersedes all Previous Issues

Qty	Code	Description	Price Each	Line Total	Line VAT
1	KIT002	Builders Kit - Advanced	75.00	75.00	15.00
			Date Promised: 29/08/2020		
Components:					
1	BALLPHAMH16	16oz Hickory Handle Ball Pein Hammer			
1	CHISEL5P	5 Piece Chisel Set			
1	BRASSCOSU1000	10x2" Brass Countersunk Screws - Pack of 1000			
1	COUNDECK1000	4.5x65mm Countersunk Carbon Steel Decking Screws - Pack of 1000			
1	FINDTDRY1000	32mm Silver Fine Thread Drywall Screws - Pack of 1000			
1	SCREWDRIVE7MBS	7 Piece Multi-Bit Stubby Screwdriver Ratchet Set			
1	CHISELSK	Chisel Sharpening Kit			

Additional Discounts/Surcharges		Percentage	Net	VAT
Discount	Standard Discount	0.00%	15.00	3.00

Special Instructions
Reception bell is broken, so knock loudly if doors are closed.

Goods Net:	75.00
Delivery:	4.17
Discount:	-15.00
Order Net:	64.17
VAT:	12.83
Total:	77.00
Pound sterling	

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Customer Name & Address	Delivery Address	PRO FORMA INVOICE	
Builder's Mate 17 Southfields Road Eastbourne East Sussex BN21 1BU England	Builder's Mate 17 Southfields Road Eastbourne East Sussex BN21 1BU England	FAO: Fred Smith	
		Order Date: 27/08/2020	
		Your Acc No: BMM261	
		Your Order No: JBKITT	
		Taken By: Joe Bloggs	
		Our Order No: 2909	

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1	CHISELSK	Chisel Sharpening Kit			

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Discount	Standard Discount	0.00%	15.00	3.00

Payments to be made to the following bank details:

Natwest
High Street
Lincoln
LN1 1VV

Account No: 01020304
Sort Code: 01-00-01

BIC/Swift: NWBK
IBAN: GB29 NWBK 010001 0102034

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Pound sterling	

This is not a VAT Invoice

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Customer Name & Address	Delivery Address
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QUOTATION	
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Your Order No:	JBKITT
Taken By:	Joe Bloggs
Our Order No:	2909

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