



OrderWise Sales Standard Layouts (Matrix 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 Merchants 17 Southfields Road Eastbourne East Sussex BN21 1BU England	Builder's Mate Merchants 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:	MATRIXP
Taken By:	Joe Bloggs
Our Order No:	2904

This is Order Revision No 6 and Supersedes all Previous Issues

Matrix Product

Plain	XS	S	M	L	XL	Net	VAT
Red	3	3				30.00	6.00
Yellow			3	3		30.00	6.00
Green					5	25.00	5.00

Additional Discounts/Surcharges		Percentage	Net	VAT
Discount	Standard Discount	0.00%	10.00	2.00

Special Instructions

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

Goods Net:	85.00
Delivery:	4.17
Discount:	-10.00
Order Net:	79.17
VAT:	15.83
Total:	95.00
Pound sterling	

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PRO FORMA INVOICE	
FAO:	Fred Smith
Order Date:	27/08/2020
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Discount	Standard Discount	0.00%	10.00	2.00

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

Special Instructions

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Order Net:	79.17
VAT:	15.83
Total:	95.00
Pound sterling	

This is not a VAT Invoice

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Customer Name & Address	Delivery Address
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QUOTATION	
FAO:	Fred Smith
Order Date:	27/08/2020
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Your Order No:	MATRIXP
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Our Order No:	2904

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