



OrderWise Sales Standard Layouts (Normal 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
- Customer Price List
- Payment Receipt
- 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:	FMBLOG84
Taken By:	Joe Bloggs
Our Order No:	2903

This is Order Revision No 2 and Supersedes all Previous Issues

Qty	Code	Description	Price Each	Line Total	Line VAT
3	ADHESIVE10SG	10g Super Glue Date Promised: 29/08/2020	2.78	8.34	1.67
3	CHISEL3P	3 Piece Chisel & Sharpening Set Date Promised: 29/08/2020	24.99	74.97	14.99
5	COUNDECK100	4.5x65mm Countersunk Carbon Steel Decking Screws - Pack of 100 Date Promised: 29/08/2020	2.59	12.95	2.59

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

Special Instructions
If ordering Thursday or Friday, hold despatch until Monday.

Goods Net:	96.26
Delivery:	4.17
Discount:	-10.00
Order Net:	90.43
VAT:	18.08
Total:	108.51
Pound sterling	

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Price List for: Builder's Mate

Your Acc No: BMM261

All Prices are Net and in Pound sterling

Product Category: V1 > General > Safety > Ear Defenders

Our Code	Description	Your Code	Description	Quantity	Price	Price Per
EARDEFEN19P	19dB Ear Plugs - Pack of 10			1	2.49	1.00
EARDEFEN24P	24dB Corded Ear Plugs - Pack of 100			1	12.49	1.00

Product Category: V1 > General > Sundries > Screws

Our Code	Description	Your Code	Description	Quantity	Price	Price Per
COARSTDY100	50mm Black Coarse Thread Drywall Screws - Pack of 100			1	1.00	1.00
				11	0.90	1.00
				21	0.80	1.00
				31	0.70	1.00
				41	0.60	1.00

Product Category: V1 > General > Tools > Hand Tools

Our Code	Description	Your Code	Description	Quantity	Price	Price Per
RULES1000	1000mm Stainless Steel Rule			1	6.66	1.00
WRENCH10	10" Adjustable Wrench			1	4,166.67	1.00

Product Category: V1 > General > Tools > Power Tools

Our Code	Description	Your Code	Description	Quantity	Price	Price Per
COLESSDRILL15T	1.5Ah Twin Pack (14.4v Combi Drill & 10.8v Impact Driver)			1	166.66	1.00
COLESSDRILL1813	18v 1.3Ah Li-Ion Cordless Combi Drill			1	83.33	1.00
DRILLBIT134CS	134 Piece Combination Drill Bit Set & Metal Case			1	49.99	1.00
DRILLBIT170	170 Piece Drill Bit Set			1	24.99	1.00

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Customer Name & Address

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

PAYMENT RECEIPT

FAO: Fred Smith
Order Date: 26/08/2020
Your Acc No: BMM261
Your Order No: FMBLOG84
Taken By: Joe Bloggs
Our Order No: **2897**

Qty	Code	Description	RSP	Disc %	Price Each	Line Total	Line VAT
3	ADHESIVE10SG	10g Super Glue	2.78	0.00	2.78	8.34	1.67
3	CHISEL3P	3 Piece Chisel & Sharpening Set	24.99	0.00	24.99	74.97	14.99
5	COUNDECK100	4.5x65mm Countersunk Carbon Steel Decking Screws - Pack of 100	2.59	0.00	2.59	12.95	2.59

Special Instructions

If ordering Thursday or Friday, hold despatch until Monday.

Goods Net:	96.26
Delivery Net:	4.17
Discount:	-10.00
Order Net:	90.43
VAT:	18.08
Total:	108.51
Payment Method:	Credit Card - Bank 1
Amount Tendered:	108.51
Change:	0.00
Total Paid:	108.51
Total Outstanding:	0.00
Pound sterling	

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123 Saxilby Road
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Lincolnshire
LN1 2LR
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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: FMBLOG84	
		Taken By: Joe Bloggs	
		Our Order No: 2903	

This is Order Revision No 2 and Supersedes all Previous Issues

Qty	Code	Description	Price Each	Line Total	Line VAT
3	ADHESIVE10SG	10g Super Glue Date Promised: 29/08/2020	2.78	8.34	1.67
3	CHISEL3P	3 Piece Chisel & Sharpening Set Date Promised: 29/08/2020	24.99	74.97	14.99
5	COUNDECK100	4.5x65mm Countersunk Carbon Steel Decking Screws - Pack of 100 Date Promised: 29/08/2020	2.59	12.95	2.59
Additional Discounts/Surcharges			Percentage	Net	VAT
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

If ordering Thursday or Friday, hold despatch until Monday.

Goods Net:	96.26
Delivery:	4.17
Discount:	-10.00
Order Net:	90.43
VAT:	18.08
Total:	108.51
Pound sterling	

This is not a VAT Invoice

Air Box

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Saxilby
Lincolnshire
LN1 2LR
01522345678
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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

QUOTATION	
FAO:	Fred Smith
Order Date:	27/08/2020
Your Acc No:	BMM261
Your Order No:	FMBLOG84
Taken By:	Joe Bloggs
Our Order No:	2903

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Qty	Code	Description	Price Each	Line Total	Line VAT
3	ADHESIVE10SG	10g Super Glue Date Promised: 29/08/2020	2.78	8.34	1.67
3	CHISEL3P	3 Piece Chisel & Sharpening Set Date Promised: 29/08/2020	24.99	74.97	14.99
5	COUNDECK100	4.5x65mm Countersunk Carbon Steel Decking Screws - Pack of 100 Date Promised: 29/08/2020	2.59	12.95	2.59

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

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If ordering Thursday or Friday, hold
despatch until Monday.

Goods Net:	96.26
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Order Net:	90.43
VAT:	18.08
Total:	108.51
Pound sterling	