

Your Company Header/Logo Here

Your Company Name

Address 1
City, State, Zip
Phone
Fax

customerservice@companyname.com

ORDER CONFIRMATION

Order Number

XXX

Sales Rep:

ACCT#:	Customer Acct #
Bill To:	Customer Name
	Customer Bill To Address
	City, State, Zip

SHIP TO#:	Ship To #
Ship To:	Customer Name
	Customer Shipping Address
	City, State, Zip

Order Date: MO/DA/YR
Ship by: MO/DA/YR
Cancel by:

Cust. P.O.#: PO #
Order Taker: Order Taker Name
Phone #: Phone Number

Ship Via: FedEx Ground
Ship terms: DESTINATION & ADD
Terms.....: Net 30

Line	Qty Ordered	Qty Shipped	Loc.	Item/ Description	UOM	Disc %	Unit Price	Extend. Price
1	5.00	5.00	AAA	Description	EA		xx.0000	xx.00
Material Total:								xx.00