**Telephone Sales Order Form**

|  |  |  |  |
| --- | --- | --- | --- |
| Date  |  | Order Number |  |

|  |  |
| --- | --- |
| **Ship To** | **Sold To** |
| Name: | Name: |
| Street Address: | Street Address: |
| City, State, ZIP Code: | City, State, ZIP Code: |
| Phone Number: | Phone Number: |
| Email Address: | Email Address: |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Item** | **QTY** | **Description** | **Date Required** | **Unit Count** | **Unit Price** | **Amount** |
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|  | **Subtotal** |  |
| Tax $ |  |
| Shipping |  |
| **Total** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Customer #** | **Terms** | **Salesperson** | **Ship Week of** |
|  |  |  |  |
| **Ship via** | **F.O.B.** | **Routing** | **Your order #** |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Shipped**  |  | **Date**  |  |

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| **Comments**  |
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