

# Your Company

*Services and Products*

123 Anystreet  
Your City, ST 12345

**CALL TOLL FREE**  
**1-123-4567**

Phone: (123) 456-7890  
FAX: (123) 456-7890

FIRST IN QUALITY AND SERVICE

Customer's					
Order No. _____	Date _____ 20__				
Name _____					
Address _____					
City _____	Zip _____				
SOLD BY	CASH SALE	CHARGE SALE	PAID ON ACCT	MISC RECD.	PAID OUT
QTY	DESCRIPTION		PRICE	AMOUNT	
SALES TAX					
TOTAL					

REC'D BY \_\_\_\_\_ SIGNATURE \_\_\_\_\_ PRINT NAME \_\_\_\_\_