|  |  |  |  |
| --- | --- | --- | --- |
| [Own Organisation]  [Own Org Address] | |  | A close-up of a logo  Description automatically generated |
| Telephone  Fax  Email  Website | [Own Org Telephone]  [Own Org Fax]  [Own Org Email]  [Own Org Website] |

**CUSTOMER ORDER**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Order Reference** | [Order Reference] | **Prepared By** | [Assigned to name] | **Date** | [Order Date] |
| **Customer** | [Customer Name] | **Delivery Address** | [Customer Address] | **Notes** | [Comments] |
| **Contact Name** | [FAO] |

<repeat\_table>

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Quantity** | **Product Code** | **Description** | **Unit Price** | **Discount** | **Line Total** |
| [Quantity] | [Product Code] | [Line Description] | [Unit Price] | [Discount] % | [Line Net] |

</repeat\_table>

|  |  |
| --- | --- |
| **Subtotal** | [Net Amount] |
| **VAT** | [Tax Amount] |
| **Total** | [Gross Amount] |