

# New Order Confirmation Sample

CONTACT INFORMATION

Department	Phone	Fax
Customer Service	1-800-241-4623	1-800-231-7150

**ORDER CONFIRMATION**

**THANK YOU FOR YOUR ORDER!**

A SHIPPING NOTICE WILL FOLLOW

Customer Number	Ordered By	Order Date	Order Method	Quote	Payment Terms	PO Number
12482411	Mister Maintenance	09/16/2014	Electronic	N/A	Net 30 Days	123

Bill To: Mister Maintenance  
ABC Properties  
1234 Main Street  
Anytown, USA

Ship To: Mister Maintenance  
ABC Properties  
1234 Main Street  
Anytown, USA

Ship Loc	Part Number	Description	Ordered Qty	Confirmed Qty	Est. Delivery Date	UOM	Unit Price	Extended Price
		<b>HVAC</b>						
NJ22	270041	GOODMAN FURNACE BLOWER MOTOR 1/2HP	1	1		EA	\$229.00	\$229.00
		<b>Office Solutions</b>						
GA07	292942	Rent Collection Book Dup RBU274	1	0		EA	\$45.00	\$45.00
		<i>Receipt Books Type</i> <i>Rent Collection</i>						
		<i>Web Config ID</i> <i>Book 2 Part</i>						
		<i>10447369</i>						
		<b>Signage</b>						
GA07	267942	Sign SemiCst HandicappedRef 12x18	1	0		EA	\$65.00	\$65.00
		<i>Custom Alum Handicapped</i> <i>12x18Semi-Cst-</i>						
		<i>Sign</i> <i>Handicapped Logo</i>						
		<i>Reflective or Non-Reflective</i> <i>Reflective</i>						

**Order Number:** Unique order number to reference for customer service