

# Order Entry Sample Pick / Delivery Ticket



Software Enterprises, Inc  
5380 Twin Hickory Rd  
Glen Allen, VA 23059  
Phone: (804) 747-6436  
Fax: (804) 747-6559



## PICK TICKET

Order No.: 1392734-000  
Date: 02/28/2012  
Page: 1

Sold To:  
**LUCK BUILDERS CORPORATION**  
P. O. BOX 29682  
12000 WEST PATTERSON AVE  
RICHMOND, VA 23242

Ship To:  
**LUCK STONE CORPORATION**  
FIRST UNION BANK  
2150 WEST RIVER ROAD  
GREENSBORO, NC 25412

Shipping Instructions: LEAVE TICKET AT JOB

P.O. No.	Order Date	Req. Date	Ship Via	Customer No.	Route	BO	Subs
2012-553	02/28/2012	02/28/2012	TRUCK #140	5500	1	Y	Y

Take Rt 650 West for 2 miles, Right on River Road  
Job at corner of River and State St

Warehouse	Product No./Description	Quantity To Ship	Unit Of Measure	Picked	Backordered	Location
000001	36-09-558 Line No. 0005 MB HAMPTON BLEND E/M STOCK-425 C, 85 S- 4.5LB Qty in Cube: 9 Qty in Strap: 2 EA: 5	4000	EA	_____	_____	FY
000001	HOL8816 Line No. 0010 8X8X16 HOLLOW BLOCK T/90 SB/108 32 LB Qty in Cube: 7 Qty in Strap: 46	550	EA	_____	_____	FY
000001	ROAN/BS Line No. 0015 ROANOKE BUFF MORTAR "S" 40/PALL 75 LB	40	BG	_____	_____	MW
000001	179 Line No. 0020 #179 LOMANCO FOUND.VENT 12/BX ALUMINUM 2.87 LB	12	EA	_____	_____	MW

This sample pick or delivery ticket provides the following info:

Delivery Instructions

Cube, Strap & Each break down

Total Weight

This is a laser print format. Impact printers with multi-part forms can also be utilized.

Total Weight: 38632.04

Received By: \_\_\_\_\_

BLM

# Order Entry Sample Invoice



## Cherry Street Building Supply

1418 Orange Road  
Culpeper, Virginia 22701  
Phone: (540) 825-0397  
Fax: (540) 829-6784

## INVOICE

Invoice No.: 1392734-000  
Date: 03/15/2012  
Page: 1

Sold To:  
**LUCK BUILDERS CORPORATION**  
P. O. BOX 29682  
12000 WEST PATTERSON AVE  
RICHMOND, VA 23242

Ship To:  
**LUCK STONE CORPORATION**  
FIRST UNION BANK  
2150 WEST RIVER ROAD  
GREENSBORO, NC 25412

P. O. No.: 2012-553

Phone: (910)556-3214

Terms	Order No./Rel.	Customer No.	SalesRep	Ship Via	Req. Date	Reference
NET 30	1392734-000	5500	MOTLEY	TRUCK #140	02/28/2012	BANK JOB

Product No./Description	Ordered	Shipped	Unit Of Measure	Unit Price	Unit Discount	Extension
36-09-558 MB HAMPTON BLEND E/M STOCK-425 C, 85 S- 4.5LB	4000	4000	EA	.42		1,680.00
HOL8816 8X8X16 HOLLOW BLOCK T/90 SB/108 32 LB	550	550	EA	1.83		1,006.50
ROAN/BS ROANOKE BUEF MORTAR "S" 40/PALL 75 LB	40	40	BG	5.65		226.00
179 #179 LOMANCO FOUND.VENT 12/BX ALUMINUM 2.67 LB	12	12	EA	10.00		120.00

Sub Total:	3,032.50
FREIGHT:	50.00
NC State Tax:	151.63
<b>Total:</b>	<b>\$ 3,234.13</b>

RECEIVED IN GOOD CONDITION BY:

*Blond Motley*

This sample invoice provides the following info:

Sold To & Ship To Info


Line Item Detail

Invoice Totals with Add-ons

Signature Capture -this image is stored with the order so it can be viewed or printed again later

This is a laser print format. Impact printers with multi-part forms can also be utilized.

# Sample Forms - Quote example including additional terms & conditions



**FREDERICK BLOCK**  
Brick & Stone

P.O.Box 696  
Winchester, VA 22604  
(540)667-1261 \* (540)667-8645 fax  
www.frederickblock.com

**MATERIAL QUOTE**

Quote No: 1392736-000  
Date: 03/05/2012  
Page: 1  
Sales Rep: MOTLEY

<p>Sold To:</p> <p><b>LUCK BUILDERS CORPORATION</b> P. O. BOX 29682 12000 WEST PATTERSON AVE RICHMOND VA 23242</p>	<p>Ship To:</p> <p><b>LUCK STONE CORPORATION</b> HILTON HOTEL JOB 1700 S. STERLING BLVD GLEN ALLEN VA 23060</p>
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P.O. No.: PER JAMES      Fax: (804)521-4555      Phone: (804)251-4521  
Reference: PAVERS

Product No./Description	Ordered	Shipped	Unit Of Measure	Unit Price	Unit Discount	Extension
PHCOL PH COLONIAL STANDARD SIZE  Qty in Cube: 15	6375	6375	EACH	.36		2,295.00
ROAN/BS ROANOKE BUFF MORTAR "S" 40/PALL 75 LB	35	35	BG	5.65		197.75

1. Purchaser assumes SOLE RESPONSIBILITY for quantities of material ordered.  
 2. All orders subject to the FBBS Return Policy and FBBS Estimation Policy.  
 3. All Special Orders for non-account customers are required to be paid in full prior to product(s) being produced or inventoried. Once production begins, the order cannot be cancelled.  
 4. Materials have been quoted at the net price. When account customers' monthly statements are printed, materials will be billed at the regular price with any eligible discount amount reflected on the statement. When this discount is deducted, it will reduce the cost to the net price quoted.  
 5. Materials ordered will be billed out within 14 days of FBBS's receipt. Customers will have 60 days to remove products from the FBBS yard. After such time, products will be disposed of at our discretion.  
 6. In the event of diesel fuel price increases, FBBS reserves the right to pass on any fuel surcharges.  
 \*\*\*Please refer to accompanying pages for additional terms and conditions\*\*\*

**OFFER TO PURCHASE:**  
The undersigned hereby orders the above material subject to, and in agreement with the terms and conditions as stated herein (and on the following page).

BUYER(Signature): \_\_\_\_\_ NAME(Print): \_\_\_\_\_ DATE: \_\_\_\_\_

Sub Total: 2,492.75  
\*\*Quote subtotal does not include sales tax.  
This will be calculated at invoicing if applicable.\*\*

## Frederick Block, Brick & Stone

P. O. Box 696  
Winchester, VA 22604

### Material Quote

**Terms and Conditions of Sale:**

1. Purchaser assumes SOLE RESPONSIBILITY for quantities on material ordered
2. All orders subject to ABC Brick & Block Return Policy
3. All special orders for non-account customers are required to be paid in full prior to product(s) being produced or inventoried. Once production begins the order cannot be cancelled
4. Materials that have been quotes at the net price – any discount applicable will be reflected on the monthly statement
5. Materials ordered will be billed within 14 days of receipt at ABC Brick & Block.

**Additional terms and Conditions:**

General:

- All complaints with regard to color, size, texture and breakage must be addressed before using in a wall or application. USE WILL CONSTITUTE ACCEPTANCE.
- ABC Brick & Block will not be liable for any claim for damage to materials resulting from improper cleaning, storage, handling or installation. Do not use Muriatic Acid for cleaning.
- All materials not picked up after 60 days becomes property of ABC Brick & Block.
- Additional freight may be charged for anything less than full truckload quantities.

Delivery:

- ABC Brick & Block will not be responsible for damage to in ground personal property or utilities not seen by the driver unless indicated in advance on the delivery form by the customer.
- ABC Brick & Block is not responsible for mud, dirt or debris left after delivery or pulled on to roads from the jobsite.
- Fuel surcharges may apply.

Brick:

- Brick is made of naturally occurring minerals, clay and shale. As such, they are subject to shade variation. The mason should choose, or blend, material from different pallets when placing material in the wall. ABC Brick & Block will not be responsible for replacing material or labor costs associated with rejected material for normal shade, color or texture variations that are within industry accepted ranges.

Block:

- For split face block orders less than 2,000 units (or 2,000 sqft for split rock) a flat \$500.00 manufacturing set-up fee will apply per size, color and texture.
- The wooden pallets that block are delivered on may be partially refundable with a copy of the receipt.

Precast:

- After an order is placed for Precast, a drawing is produced by the manufacturer / ABC Brick & Block for review and signature by the customer. Production will be scheduled and begin after the signed drawing(S) have been received.
- ABC Brick & Block will not be responsible for color variations, shading, texture or chippage once installed

Stone:

- Stone is a product of nature and characteristics such as color and texture cannot be controlled. Samples are only provided as a general representation of the product to be shipped.

**Quotes entered into integraERP can be printed, emailed or faxed to your customer. The quote can also include "additional terms and conditions" that are customized by the user. Multiple formats and/or styles can be setup and when a quote is entered the appropriate "terms and conditions" are selected for this particular quote.**

**The quote can be automatically turned into a stock order when the customer is ready to order the material. At that point the products are reserved and the normal process of printing a delivery ticket or invoice can begin.**