

Karel Hendee Artworks
12469 The Hollow Rd.
Grass Valley, CA 95945
tel. 530-362-8624
Fax 530-748-1852
artworks@karelhendee.com

K A R E L
H E N D E E
A R T W O R K S



Sales Order

Date: _____
Invoice #: _____
Customer ID: _____

Bill To:	[Name]	Ship to:	[Name]
	[Company Name]		[Company Name]
	[Street Address]		[Street Address]
	[City, ST ZIP Code]		[City, ST ZIP Code]
	[Phone]		[Phone]

Salesperson	Job	Shipping Method	Shipping Terms	Delivery Date	Payment Terms	Due Date

Description						ITEM TOTAL
CALENDARS - Orders paid by 8/31/11 receive an additional 4% discount.						
sku	Calendars discount rate total mixed (min. 6 per): 6-50=40%; 51-100=42%; 100-250=45%; 250+=50%	msrp	Quantity Min 6 per	Discount	Wholesale	
CAL2012-01	2012 Calendar "We Can Grow It"	\$14.99 ea.				
CAL2012-02	2012 Calendar "The Good Life"	\$14.99 ea.				
CAL2012-03	2012 Calendar "For The Love Of Trees"	\$14.99 ea.				
	# units total				cost subtotal	
					shipping subtotal	
				Pre-order discount	4.00%	

CARDS - ** Cards will ship in October, 2011. Do not order if you need stock before then. We are accepting pre-orders. Orders pre-paid by 9/15/2011 receive an additional 4% discount.						
sku	Cards are sold individually and include envelope. Discount rate for total mixed (min. 6 per): 6-50=40%; 51-100=45%; 101+=50%	msrp	Quantity Min 6 per	Discount	Wholesale	
GC-001	"Aspen Headwaters" greeting card	\$3.75 ea.				
GC-002	"Upstream" greeting card	\$3.75 ea.				
GC-003	"Love Lives On" greeting card	\$3.75 ea.				
GC-004	"Open Spaces" greeting card	\$3.75 ea.				
GC-005	"Riverwise Madrone" greeting card	\$3.75 ea.				
GC-006	"Spring Greens" greeting card	\$3.75 ea.				
GC-007	"Sweet Summer" greeting card	\$3.75 ea.				
GC-008	"Sunlight Cascading " greeting card	\$3.75 ea.				
GC-009	"Jammin' and Cannin' " greeting card	\$3.75 ea.				
GC-010	"Winter Stew " greeting card	\$3.75 ea.				
GC-011	"We Can Grow It" greeting card	\$3.75 ea.				
	# units total				cost subtotal	
				Pre-order discount	4.00%	
					shipping subtotal	

INSTRUCTIONS - Cells in green are user editable.

1. Fill out customer information at top.
2. Enter order amounts per item. Totals and shipping are calculated.
3. Choose payment method.
4. Immediate payment required by new customers unless otherwise agreed to.

Quantity discounts are calculated automatically. Shipping is calculated automatically except with larger orders. In that case, please contact us for shipping costs before completing the order, then complete the order and send it. The preferred method is to email your order as a .XLS file OR a PDF. Otherwise, print and fax, or mail. Payment must be received before orders will be shipped.

Please verify totals before submitting. KHA will not be responsible for errors in this spreadsheet.

Click box below to select payment option

Payment	Credit Card
	CC type
	CC#
	Exp.
	* Checks payable to: Karel Hendee Artworks
Comments	

SubTotal
Shipping USPS Priority (calculated)
TAX (CA only)
SPECIAL DISCOUNTS
TOTAL

Office Use Only