

SAMPLE COMPLETED DOCUMENTS

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UNIFORM STRAIGHT BILL OF LADING – Domestic

Document No. 5



Simple Example Company
19100 Stewart Avenue
Battle Creek, Michigan 49015
(616) 555-2600

BOL4221

Shipper No.

4297

Carrier No.

12-22-xx

Date

TO: **Customer Z**
Consignee **123 Brown Street**
Street
Lansing, MI **48917**
City/State Zip Code

First Trucking
(Name of Carrier)

Route:				Vehicle Number RTV3345
No. Shipping Units	Kind of Packaging, Description of Articles, Special Marks and Exceptions	Weight (Subject to Correction)	Rate per 100 lb.	CHARGES (for Carrier use only)
10	Cartons BX495 Product B	500	35.00	175.00
5	Cartons CB124 Product C	225	35.00	78.75

REMIT C.O.D. TO: ADDRESS

N/A

COD

AMT: \$

N/A

C.O.D. FEE: PREPAID COLLECT

☐ \$ N/A ☐

Note — Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property.
The agreed or declared value of the property is hereby specifically stated by the shipper to be not exceeding.

\$ N/A per N/A

Subject to Section 7 of the conditions, if this shipment is to be delivered to the consignee without recourse on the consignor, the consignor shall sign the following statement:
The carrier shall not make delivery of this shipment without payment of freight and all other lawful charges.

N/A

(Signature of Consignor)

Total Charges \$

253.75

FREIGHT CHARGES

Check Appropriate Box:
☐ Freight prepaid ☐ Collect
☒ Bill to Shipper

Received subject to the classifications and tariffs in effect on the date of the issue of this Bill of Lading, the property described above in apparent good order, except as noted (contents and condition of contents of packages unknown), marked, consigned, and destined as indicated above which said carrier (the word carrier being understood throughout this contract as meaning any person or corporation in possession of the property under the contract) agrees to carry to its usual place of delivery at said destination, if on its route, otherwise to deliver to another carrier on the route to said destination. It is mutually agreed as to each carrier of all or any of, said property over all or any portion of said route to destination and as to each party at any time interested in all or any said property, that every service to be performed hereunder shall be to all the bill of lading terms and conditions in the governing classification on the date or shipment.

Shipper hereby certifies that he is familiar with all the bill of lading terms and conditions in the governing classification and the said terms and conditions are hereby agreed to by the shipper and accepted for himself and his assigns.

SHIPPER

Simple Example Company

CARRIER

First Trucking

PER

Steven Wright

PER

William Driver

DATE

12-22-xx



19100 Stewart Avenue
Battle Creek, Michigan 49015
(616) 555-2600

SAMPLE

SOLD TO Customer Z
FIRM NAME
Donald Wells
ATTENTION OF
123 Brown Street
ADDRESS
Lansing, MI 48917
CITY STATE ZIP

Invoice Date 12-22-xx
Prepared By Steven Wright
Credit Terms 2/10, Net 30

Customer Purchase Order
Number PO4559
Date 12-18-xx
Signed By Donald Wells

Shipment Date 12-22-xx
Shipped Via First Trucking
Bill of Lading No. BOL4221

BO
DO
NO
SO

BO = Back order – will be shipped shortly.
DO = Being shipped direct from factory.
NO = Not available – item no longer stocked.
SQ = Similar item substituted.

[illegible]

ALL RETURNS MUST BE MADE WITHIN 10 DAYS AND ACCOMPANIED BY AN INVOICE COPY AND PACKED IN THE ORIGINAL CARTON.

TOTAL SALE	2,550 00
CUSTOMER ACCT. NO.	107
INVOICE VERIFIED BY	MS

* Note: the eSUA site doesn't accept letters in this box, so enter quantity only. BO (backorder) will be assumed for any quantity entered in this box.

CUSTOMER

CASH SALE INVOICE



Simple Example Company
19100 Stewart Avenue
Battle Creek, Michigan 49015
(616) 555-2600

INVOICE NO. C-97

SAMPLE

S
O
L
D
T
O

Customer D

FIRM NAME Margaret Thayer

ATTENTION OF 429 E. Main St.

ADDRESS Grand Rapids, MI 49504

CITY STATE ZIP

Invoice Date 12-17-xx

Prepared By Steven Wright

BO
DO
NO
SO

BO = Back order - will be shipped shortly.
DO = Being shipped direct from factory.
NO = Not available - item no longer stocked.
SO = Similar item substituted.

Customer Purchase Order

Shipment Date 12-17-xx

Number P02987

Shipped Via Acme Freight

Date 12-15-xx

Bill of Lading No. BDL4165

Signed By Margaret Thayer

QUANTITY ORDERED	PRODUCT NUMBER	DESCRIPTION	QUANTITY SHIPPED	UNIT PRICE	EXTENSION
100	XR952	Product X	100	19 00	1,900 00
250	MT396	Product M	250	10 00	2,500 00

CASH
SALE

IMPORTANT: ALL RETURNS MUST BE MADE WITHIN 10 DAYS AND ACCOMPANIED BY AN INVOICE COPY AND PACKED IN THE ORIGINAL CARTON.

TOTAL SALE	4,400 00
CUSTOMER CK/ACH #	3745
INVOICE VERIFIED BY	MS

CUSTOMER

SIMPLE EXAMPLE COMPANY CASH RECEIPTS PRELIST

MONTH December

[illegible]



Simple Example Company

19100 Stewart Avenue
Battle Creek, Michigan 49015
(616) 555-2600

Document No. 10

9-80/720

DEPOSIT TICKET

DATE 12-17-xx

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

CURRENCY	11,960	00
COIN		
TOTAL CHECKS		
TOTAL	11,960	00

Checks and other items are received for deposit subject to the provisions of the Uniform Commercial Code or any applicable collection agreement.



Rock National Bank

Haslett, MI 48840

– SAMPLE –



PLEASE BE SURE THAT ALL ITEMS ARE PROPERLY
ENDORSED. LIST EACH CHECK SEPARATELY.

CHECKS	LIST SINGLY	DOLLARS	CENTS
1	44973 Cust J	7,560	00
2	3745 Cust D	4,400	00
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
TOTAL CHECKS		11,960	00

DEPOSIT TICKET

ENTER TOTAL ON OTHER SIDE

REQUEST TO RETURN FROM ➡

Customer Z
123 Brown Street
Lansing, MI 48917

Document No. 12

VENDOR: Simple Example Company 19100 Stewart Ave. Battle Creek, MI 49015				All returns will be clean, in saleable condition, and shipped prepaid. A prompt reply will be greatly appreciated. Thank you for your cooperation.			Ret. Request No. RET6697 Date of Request 12-27-XX			
RETURN CODES: A OVERSTOCK D WRONG PRODUCT BILLED & SHIPPED B DAMAGED E CORRECT PRODUCT BILLED BUT F OTHER C DEFECTIVE WRONG PRODUCT SHIPPED				<input type="checkbox"/> Cash Refund - Please <input checked="" type="checkbox"/> Credit to Account - Please Account No. <u>107</u> Request by <u>DW</u>			FOR CLARIFICATION CONTACT Name <u>Donald Wells</u> Phone <u>(269) 555-8888</u>			
DEPT.	QUAN. REQ.	PRODUCT NUMBER	DESCRIPTION	RETURN CODE	INVOICE NO.	INVOICE DATE	QUAN. RET.	LIST PRICE	COST OR DISC.	EXTENSION
	50	BX495	Product B	A	1004	12-22-XX	50	16.50		825.00
									TOTAL	825.00
<u>Adam Venturino</u> Return Authorized by						<u>12-29-XX</u> Date				

V
E
N
D
O
R



Simple Example Company
19100 Stewart Avenue
Battle Creek, Michigan 49015
(616) 555-2600

CREDIT MEMO

Document No. 13

NO. CM557

CREDIT TO Customer Z

DATE 12-29-xx

123 Brown Street

Lansing, MI 48917

CUSTOMER
ACCOUNT NO. 107

RETURN REQUEST NO.	INVOICE NO.	INVOICE DATE	RECEIVING REPORT NO.				
RET6697	1004	12-22-xx	RR-2934				
ITEM NUMBER	DESCRIPTION		QUAN.	PRICE EACH		AMOUNT	
BX495	Product B		50	16	50	825	00
TOTAL CREDIT						825	00

You must present this copy when applying to future orders.	APPLY ON FUTURE ORDER ONLY	<input type="checkbox"/>
	REFUND BY CHECK/ACH	<input type="checkbox"/>
	CREDIT ACCOUNT	<input checked="" type="checkbox"/>
Prepared By <u>AV</u>		
<u>MARY SMITH</u>		

CUSTOMER



Simple Example Company
19100 Stewart Avenue
Battle Creek, Michigan 49015
(616) 555-2600

Document No. 15

PAGE

1

STATEMENT

DATE

12-31-xx

CUSTOMER NUMBER

104

Customer Z

123 Brown Street

Lansing, MI 48917

Document No. 15

PAGE

1

REMITTANCE
ADVICE

DATE

12-31-xx

CUSTOMER NUMBER

104

← PLEASE DETACH AND RETURN THE
STUB WITH YOUR REMITTANCE.

TO: SIMPLE EXAMPLE COMPANY
19100 STEWART AVENUE
BATTLE CREEK, MI 49015

CUSTOMER NAME AND ADDRESS

TERMS: 2/10, Net 30

INVOICE NUMBER	DATE	AMOUNT DUE	AGE IN DAYS				INVOICE NUMBER	AMOUNT
			CURRENT	31 - 60	61 - 90	OVER 90		
943	11-15-xx	2,050.00		2,050.00			943	2,050.00
1004	12-22-xx	1,725.00	1,725.00				1004	1,725.00
TOTAL DUE			TOTAL CURRENT	TOTAL 31-60	TOTAL 61-90	TOTAL OVER 90		TOTAL DUE
		3,775.00	1,725.00	2,050.00				3,775.00

REVIEWED BY AV



Simple Example Company
19100 Stewart Avenue
Battle Creek, Michigan 49015
(616) 555-2600

PURCHASE ORDER
No. **PO-597**

SEND INVOICE ONLY TO:

19100 Stewart Avenue, Battle Creek, Michigan 49015

THIS NUMBER MUST APPEAR ON ALL
CORRESPONDENCE INVOICES,
SHIPPING PAPERS AND PACKAGES.

D-U-N-S 622-7656

VENDOR XYZ Company
14998 S. Cedar Road
Pickford, MI 49774

SHIP TO Simple Example Company
19100 Stewart Ave.
Battle Creek, MI 49015

DATE	DATE TO BE SHIPPED	SHIP VIA	C.O.D. TERMS	FREIGHT TERMS	ADV. ALLOWANCE	SPECIAL ALLOWANCE
12-15-xx		First Trucking	None	Collect	None	None
ORDERED	PRODUCT NO.	DESCRIPTION			COST EACH	
100	DA124	Product D			\$42.75	
175	ND335	Product N			12.50	
50	CB124	Product C			10.00	

PURCHASE CONDITIONS

SAMPLE

1. Supplier will be responsible for extra freight cost on partial shipment, unless prior permission is obtained.

2. Please acknowledge this order.

3. Please notify us immediately if you are unable to complete order by date specified.
4. All items must be individually packed.

5. **Our purchase order no. must appear on all invoice packages & correspondence.**

IF NOT SHIPPED BY 01-15-XY , CANCEL ORDER.

Adam Venturina

RECEIVING REPORT

Document No. 17



Simple Example Company
19100 Stewart Avenue
Battle Creek, Michigan 49015
(616) 555-2600

NO. **RR2875**

DATE 12-23-xx		PURCHASE ORDER NO. OR RETURN REQUEST NO. PO-597	
RECEIVED FROM XYZ Company		PREPAID	
ADDRESS 14998 S. Cedar Road, Pickford, MI 49774		COLLECT X	
FREIGHT CARRIER First Trucking		FREIGHT BILL NO. 339487	

QUANTITY		ITEM NO.	DESCRIPTION
1.	100	DA124	Product D
2.	120	ND335	Product N (partial shipment of 175 ordered)
3.	50	CB124	Product C
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

REMARKS: CONDITIONS, ETC. Received in good condition	
RECEIVED BY Steven Wright	DELIVERED TO warehouse
BE SURE TO MAKE THIS RECORD ACCURATE AND COMPLETE	

**Simple Example Company**19100 Stewart Avenue
Battle Creek, Michigan 49015
(616) 555-2600**No.** 99875

74-651/724

Date 12-19-xxPAY TO THE
ORDER OFAnycity Utility Company\$ 475.87Four hundred seventy-five dollars and 87/100

DOLLARS

**Rock National Bank**

Haslett, MI 48840

– **SAMPLE** –Adam Venturina



Simple Example Company

19100 Stewart Avenue
Battle Creek, Michigan 49015
(616) 555-2600

ACH Payment Authorization

No. E-2241

Date: 12-28-xx

Bank: Rock National Bank - Checking A/C #55584574

Payee: XYZ Company

Amount: 6,275.00

Memo: Payment of Invoice #12985

Approval: Adam Venturina