Problem :

Business Advisor Service Co.

Unit 1104 Crawford House, 70 Queen's Road Central, Hong Kong TeL: 852-25032568 Fax: 2503 5568



Change Header to Delivery Note

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A &	B Group			DO. No#	D01007	
1801	Wing On Centr	re,		Date	19/12/2014	
Hong	Connaught Road 1 Kong	d Central,		Your Ref#		
-	-			Our Ref#	PO1020	
				Credit Terms	7 Days	
Atte	ention : Albert	Au		Salesperson		
Tel :	2570 9394			Job No.	JB1002	
SN#	Product ID	Description	Qty U M	Unit Price	Amount	Тах Тах
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TERM 1. Unj preva	S & CONDITIONS paid accounts beyon thing lending rates.	nd the agreed credit terms may inc	cur interest charges at the	1 HKD = 13.12	GBP	
2. Anj receiv	y goods delivered n ed.	emain the property of "ABC" until f	full payment has been	Balance Due ((GBP) £	7,872.00

3. Please make cheque payments payable to : ABC .

Delivery Order Issued By

Received in Good Order and Condition

for : Business Advisor Service Co. 匯才

for : A & B Group

Solution :

zy Ezy Invoice 13 (C/S Version) : ABC							
Database Documents Receipts/ Payments Go To	Help						
Ocse Ocuments Rcpts/ Pymts Customers Vend	ors Inventory History Reports						
Documents	Receipts/ Payments						
Add New Estimate	New Receipt From Customer						
Add New Invoice	New Payment To Vendor						
Add A New Invoice From Another Document	Search, Edit or Email Receipts & Payments						
Add A New Credit Note	Email						
Add A New Purchase Order	Send a Quick Email						
Search, Add, Edit Invoices & Other Documents	Send Customer Statements						
Database : Business Advisor Service Co., Lo	ogged on as : ABC						

New Estimate New Receipt From Customer New Invoice New Payment To Vendor A New Invoice From Another Document Search, Edit or Email Receipts & Payments A New Credit Note Click Occument List Click Edit Device Refresh First Previous Next Last Receipts Cose Document List Document List Document List Click Base : B Defivery Order Doc. Date Any Date And Customer Is Search Show. Doctor, Description, Cust Ref, Own Ref Doc. Date Customer Name Description Cust. Ref# Own Ref# Document Total Delivery Status Docido Diolo2 1/04/2014 X & Y HOLDINGS COMPAN State, Refresh \$1,840.00 Draft Dolido2 Diolo2 1/04/2014 X & Y HOLDINGS COMPAN State, Refresh \$1,840.00 Draft Diolod Diolod2 1/04/2014 X & S Group QTI008 \$1,900.00 Draft Diolod 1/04/2014 X & B Group QTI021 \$800.00 Draft Diolodo 1/01/04/2014 X & B Group QTI021 \$800.00 Draft						/ Payments	Receipts/		ts
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EZY Invoice 13

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Result :

Business Advisor Service Co.

Unit 1104 Crawford House, 70 Queen's Road Central, Hong Kong TeL: 852-25032568 Fax: 2503 5568



Change Delivery Order to Delivery Note

			Delive	Delivery Note		
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Comments

Clear all Tax, Total Amount

TERMS & CONDITIONS 1. Unpaid accounts beyond the agreed credit terms may incur interest charges at the prevailing lending rates.

2. Any goods delivered remain the property of "ABC" until full payment has been received.

3. Please make cheque payments payable to : ABC .

Delivery Order Issued By

Received in Good Order and Condition

for : Business Advisor Service Co. 匯才

for : A & B Group Please sign, stamp and date to confirm receipt