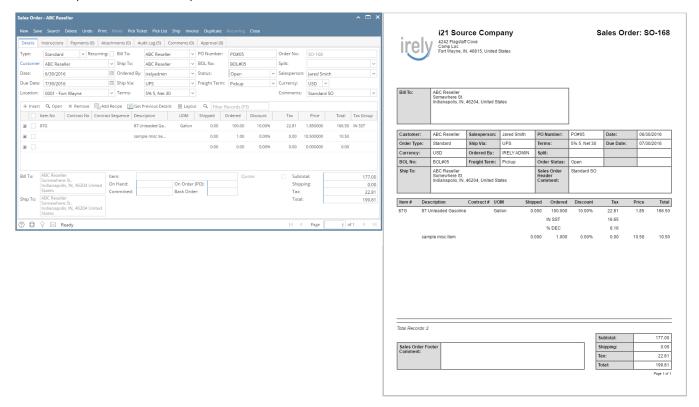# How to Print Sales Order Report

Here is a sample Sales Order and its report.

Print using Sales Order | Print button

1. Open the Sales Order record you wish to print.
2. Click the **Print button**.

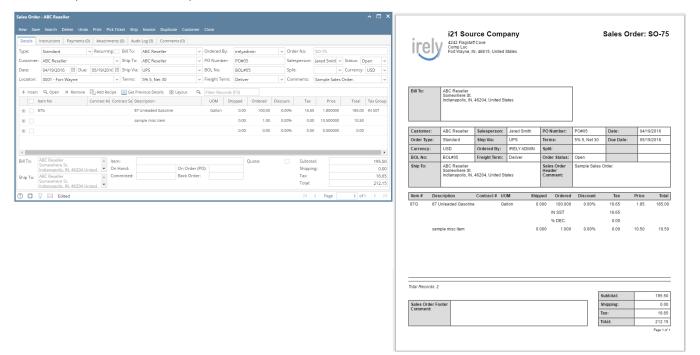3. Click **Yes** on the confirmation message.

Print using Batch Printing screen

Refer to How to Batch Print Reports.

Related Topics

- [How to Upload a Company Logo for Reports](#)
- [How Include Entity Name on Address works](#)

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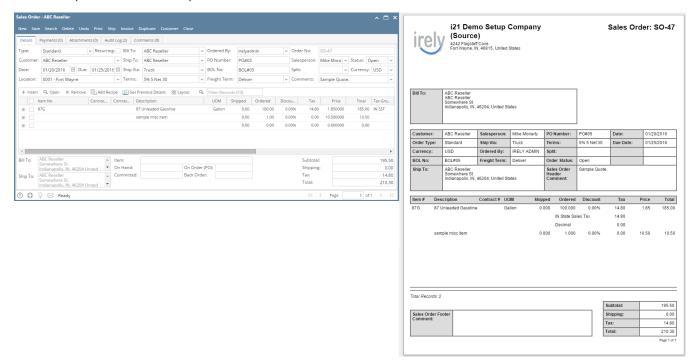3. Click **Yes** on the confirmation message.

Print using Batch Printing screen

Refer to Batch Printing.
Here is a sample Sales Order and its report.

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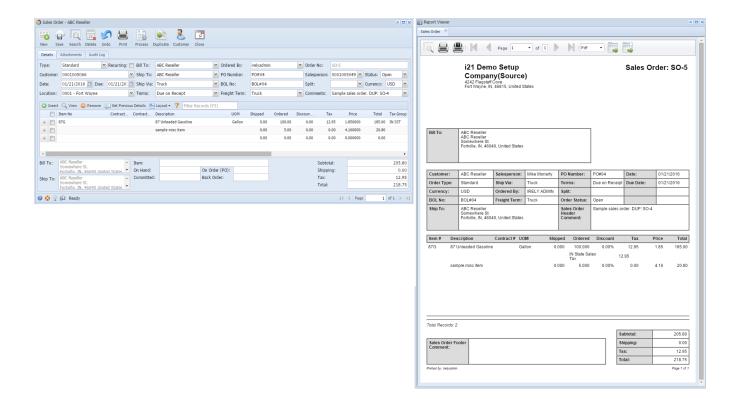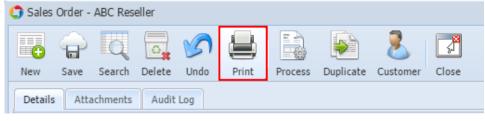3. Click **Yes** on the confirmation message.

Print using Batch Printing screen

Refer to Batch Printing.
Here is a sample Sales Order and its report.

Print using Sales Order | Print button

1. Open the Sales Order record you wish to print.
2. Click the **Print toolbar button**.

Print using Batch Printing screen

Refer to Batch Printing.