

Order Notes

The screenshot displays a software interface with several sections. On the left, there is a 'Delivery Management' section with fields for 'Additional Tracking Details' and 'Delivery Instructions', and an 'Update' button. On the right, there is an 'Apply Discounts' section with a table of financial data. Below these is a large blue bar labeled 'Order Notes' with a '+ Add a note' link. Below that is another blue bar labeled 'Order Audit History' with a list of audit events. A blue arrow points from the 'Apply Discounts' section down to the 'Order Notes' section.

Apply Discounts	
Order Total (ex VAT):	£5.42
VAT Content:	£1.08
Order Balance	£6.50
Amount Paid:	£2.00
Payment Discrepancy:	£4.50 PAYMENT DUE

Order Notes
+ Add a note

Order Audit History

- Acknowledged card payment 2 by iconography at 26/06/2025 15:33:51
- Changed postage from none to standard by iconography at 26/06/2025 15:33:40
- Price change 29644 from 5.42 to 6.50 by iconography at 26/06/2025 15:33:31
- Added 29644 by iconography at 26/06/2025 15:33:31
- Created admin order by iconography at 26/06/2025 15:32:48

A user may add notes to a Sales Order here.

Use the controls to [add a note or a task](#).

Email to customer

If toggled, this will email the note to the customer, along with any attachments.

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