[Company name]

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Retail store supplier order form

Stock order - SKUs, quantities and delivery date.

Order number: _____

Date: _____

Supplier: _____

Deliver to: _____

Required by: _____

Items

Item	Specification	Qty	Unit price	Total
[Product - SKU]	[spec]	[qty]		
[Product - SKU]	[spec]	[qty]		
[Product - SKU]	[spec]	[qty]		

Totals

Estimated total: _____

Sign-off

Ordered by: _____ **Approved by:** _____ **Date:** _____