

Basic Supply Order Form

This **basic supply order form** sample includes item codes to streamline the ordering process. It allows users to select products quickly and accurately, ensuring efficient inventory management. The form's clear layout enhances usability for both suppliers and customers.

Company Name:

Contact Person:

Order Date:

Item Code	Product Name	Description	Quantity	Unit
SUP-101	Pens	Blue Ballpoint Pens (Pack of 10)	<input type="text"/>	Pack
SUP-102	Notebooks	Spiral, A4, 70 Sheets	<input type="text"/>	Each
SUP-103	Staplers	Medium Duty Stapler	<input type="text"/>	Each
SUP-104	Printer Paper	A4, 500 Sheets/Rream	<input type="text"/>	Rream
SUP-105	Envelopes	White, DL, Window (Box of 100)	<input type="text"/>	Box

Additional Notes: