

Vendor Order Form Sample

Explore our **vendor order form sample** designed for detailed product listings and transparent pricing. This form ensures accurate order processing by capturing essential vendor information and itemized costs. Streamline your procurement workflow with a clear and professional template.

Vendor Information

Vendor Name	Acme Supplies Inc.	Order Date	2024-07-01
Contact Name	Jane Doe	Order Number	ORD-20240701-001
Email	jane.doe@acme.com	Phone	+1 (555) 123-4567
Address	123 Business Ave, Suite 400, Cityville, State, 12345		

Order Details

Item #	Product Description	SKU	Quantity	Unit Price (\$)	Line Total (\$)
1	Laser Printer Cartridge, Black	LPC-BLACK	10	35.00	350.00
2	Recycled Copy Paper (500 Sheets)	RCP-500	15	7.50	112.50
3	Desk Organizer Set	DO-SET	5	19.80	99.00
Subtotal:					561.50
Shipping:					25.00
Sales Tax (8%):					47.72
Total:					634.22

Delivery Instructions

Please deliver between 9:00 AM - 5:00 PM on business days. All items are required by 2024-07-10.

Authorized Signature

Name, Title & Date