

# Order Confirmation Form

## Order Information

Order Number	<u>e.g. 123456</u>	Order Date	<u></u>
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## Buyer Details

Name	<u></u>	Email	<u></u>
Address	<u></u>		
Phone	<u></u>		

## Seller Details

Name	<u></u>	Email	<u></u>
Address	<u></u>		
Phone	<u></u>		

## Order Items

#	Description	Quantity	Unit Price	Total
1	<u>Product Name/Details</u>	<u></u>	<u></u>	<u></u>
2	<u></u>	<u></u>	<u></u>	<u></u>
Subtotal				<u></u>
Tax				<u></u>
Total Amount				<u></u>

## Payment Details

Payment Method	<u>e.g., Credit Card, Bank Transfer</u>
Payment Reference/Transaction ID	<u></u>
Payment Status	<u>e.g., Paid, Pending</u>
Date of Payment	<u></u>

## Signatures

<b>Buyer Signature</b>	<hr/>	<b>Date</b>	<hr/>
<b>Seller Signature</b>	<hr/>	<b>Date</b>	<hr/>

**Note:** Please keep a copy of this order confirmation for your records. Both buyer and seller should ensure all details are accurate before completing the transaction.