

# Order Confirmation Form

## Order Information

Order Number	e.g. 123456	Order Date	
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## Buyer Details

Name		Email	
Address			
Phone			

## Seller Details

Name		Email	
Address			
Phone			

## Order Items

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

## Payment Details

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

## 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.