

Excel Order Confirmation Form Sample for Bulk Orders

This **Excel order confirmation form** sample streamlines bulk order processing by accurately capturing all essential details. It enhances order tracking and ensures clear communication between buyers and suppliers. Utilize this template to improve efficiency and reduce errors in large-scale transactions.

Order Confirmation Form (Sample Table)

Order Information					
Order No.	[Enter Order Number]	Date	[YYYY-MM-DD]	Buyer Name	[Enter Buyer's Name]
Company	[Buyer Company]	Email	[Buyer Email]	Phone	[Buyer Phone]

Item No.	Description	SKU/Code	Unit Price	Quantity	Subtotal
1	[Product Name/Description]	[SKU12345]	[Price]	[Qty]	[calculated automatically]
2	[Product Name/Description]	[SKU23456]	[Price]	[Qty]	[calculated automatically]
Total					[Total Amount]

Shipping & Payment Details			
Shipping Address	[Enter Shipping Address]		
Shipping Method	[e.g. Courier, Freight]	Expected Delivery	[YYYY-MM-DD]
Payment Terms	[e.g. 30% deposit, balance on delivery]	Currency	[USD/EUR/etc.]

Note: Customize this table as needed in Excel. Add dropdowns for selection, use formulas for calculations, and apply conditional formatting for improved tracking and accuracy.

For a downloadable Excel version, copy the table fields into Excel and add your company branding or additional fields as required.