

# Standard Material Order Form (Manufacturing)

Company Name:		Order No.:	
Address:			
Contact Person:		Phone/Email:	
Date:		Required Delivery Date:	
Supplier Name:		Supplier Contact:	

Material Order Details

Item No.	Material Description	Material Code	Unit	Quantity	Unit Price	Total Price	Remarks
1							
2							
Grand Total:							

Delivery Instructions / Notes

Approval & Authorization

Prepared by:

Approved by:

Date:

Name & Signature

Name & Signature

*This form ensures clear communication of materials and quantities needed, facilitating on-time procurement and effective inventory management for manufacturing operations.*