

# Supplier Order Confirmation

Date: [Insert Date]

Supplier Name: [Supplier Name]

Supplier Address: [Supplier Address]

Contact Person: [Contact Person]

Contact Number: [Contact Number]

## Order Details:

Order Number: [Order Number]

Order Date: [Order Date]

## Items Ordered:

Item Code	Item Description	Quantity	Unit Price	Total Price
[Item Code 1]	[Item Description 1]	[Quantity 1]	[Unit Price 1]	[Total Price 1]
[Item Code 2]	[Item Description 2]	[Quantity 2]	[Unit Price 2]	[Total Price 2]

## Shipping Details:

Shipping Method: [Shipping Method]

Expected Delivery Date: [Expected Delivery Date]

## Payment Terms:

[Payment Terms]

Thank you for your prompt attention to this order. Please confirm the receipt of this order by replying to this email.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]