**Email Order Confirmation Template PDF**

**Subject:** Order Confirmation - [Order Number]

**Dear [Customer’s Name],**

Thank you for your order! This email confirms your purchase with **[Company Name]**. Below are the order details:

### **Order Summary**

* **Order Number:** \_\_\_\_\_\_\_\_\_\_\_\_
* **Order Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Estimated Delivery Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Payment Status:** ☐ Paid ☐ Pending ☐ COD

### **Shipping Details**

**Recipient Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Shipping Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_ Zip Code: \_\_\_\_\_\_\_\_\_\_\_**

### **Order Breakdown**

| **Product Name** | **Item Code** | **Qty** | **Unit Price** | **Total** |
| --- | --- | --- | --- | --- |
|  |  |  | $\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ |
|  |  |  | $\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ |
|  |  |  | $\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ |

Subtotal: **$\_\_\_\_\_\_\_\_\_**Tax: **$\_\_\_\_\_\_\_\_\_**Shipping Fee: **$\_\_\_\_\_\_\_\_\_**Total Amount: **$\_\_\_\_\_\_\_\_\_**

### **Tracking Information**

Tracking Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Shipping Carrier: ☐ UPS ☐ FedEx ☐ DHL ☐ Other: \_\_\_\_\_\_\_\_\_\_\_\_

### **Important Notes**

* If you need any modifications or have questions, please contact us at [Support Email] or call us at [Phone Number].
* Orders cannot be modified once shipped.

We appreciate your business and look forward to serving you again!

**Best regards,**[Your Company Name]  
[Company Contact Information]