

# Order Confirmation Form Online

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_

## Customer Information

Customer Name: \_\_\_\_\_

Shipping Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

## Order Reference Details

- Order ID: \_\_\_\_\_
- Order Date: \_\_\_\_\_
- Expected Delivery Date: \_\_\_\_\_
- Payment Status:  Paid  Pending  Cash on Delivery

## Product List

Item Name	Product Code	Qty	Price per Unit	Total
			\$ _____	\$ _____
			\$ _____	\$ _____
			\$ _____	\$ _____

Subtotal: \$ \_\_\_\_\_

Shipping Fee: \$ \_\_\_\_\_

Total Payable: \$ \_\_\_\_\_

### Delivery Information

Standard Shipping (5-7 days)  Expedited (2-3 days)  Same-Day Delivery (if available)

### Payment Options

Credit/Debit Card  PayPal  Bank Transfer  Other: \_\_\_\_\_

### Customer Confirmation

I confirm that the details of this order are accurate and correct.

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Company Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_