[Company name]

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Bakery supplier order form

Weekly bakery order - flour, fats, flavourings and packaging.

Order number	[PO-0001]
Date	[Date]
Supplier	[Supplier name]
Deliver to	[Address]
Required by	[Date]

Items

Item	Specification	Qty	Unit price	Total
Flour - [types]	[bags]	[qty]		
Butter / fats	[kg]	[qty]		
Yeast / raising agents	[kg]	[qty]		
Sugar	[kg]	[qty]		
Eggs	[trays]	[qty]		
Packaging - [boxes, bags]	[units]	[qty]		

Totals

	Amount
Estimated total	[£ amount]

Sign-off

Ordered by	Approved by	Date