[Company name]

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Cafe supplier order form

Weekly order - beans, milk, pastries and disposables.

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

Items

Item	Specification	Qty	Unit price	Total
Coffee beans - [blend]	[bags]	[qty]		
Milk / dairy alternatives	[litres]	[qty]		
Pastries / bakes - [items]	[units]	[qty]		
Cups, lids and sleeves	[sizes]	[qty]		
Syrups and flavourings	[flavours]	[qty]		
Cleaning supplies	[items]	[qty]		

Totals

	Amount
Estimated total	[£ amount]

[Company name]

Sign-off

Ordered by	Approved by	Date