[Company name]

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Event planning supplier order form

Event supplier order - catering, flowers, rentals and print.

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

Items

Item	Specification	Qty	Unit price	Total
Catering - [menu / covers]	[spec]	[qty]		
Flowers - [arrangements]	[spec]	[qty]		
Furniture rental - [items]	[spec]	[qty]		
Print - [menus, signage]	[spec]	[qty]		

Totals

	Amount
Estimated total	[£ amount]

[Company name]

Sign-off

Ordered by	Approved by	Date