[Company name]

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Restaurant supplier order form

Weekly supplier order - produce, proteins and dry goods, all on one sheet.

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

Items

Item	Specification	Qty	Unit price	Total
Fresh produce - [items]	[spec]	[qty]		
Meat / fish - [items]	[spec]	[qty]		
Dairy - [items]	[spec]	[qty]		
Dry goods - [items]	[spec]	[qty]		
Beverages - [items]	[spec]	[qty]		
Cleaning supplies - [items]	[spec]	[qty]		

Totals

	Amount
Estimated total	[£ amount]

Sign-off

Ordered by	Approved by	Date