|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Order Form Template** | | Order number: |  | |
|  | | Date: |  | |
| **Company Information** | | | | |
| Company name: |  | | | |
| Company address: |  | | | |
|  | | | | |
| Company email: |  | | | |
| Company phone number: |  | | | |
| **Customer Information** | | | | |
| Name: |  | | | |
| Billing address: |  | | | |
|  | | | | |
| Shipping address: |  | | | |
|  | | | | |
| Email: |  | Phone number: |  | |
| Shipping method: |  | Tracking number: |  | |
| **Order Information** | | | | |
|  |
| Item description | | Quantity | Price | Total |  |
|  | |  |  |  |  |
|  | |  |  |  |  |
|  | |  |  |  |  |
|  | |  |  |  |  |
|  | |  |  |  |  |
| Payment method: |  | Price: |  | |  |
| Your Logo | | Discount: |  | |  |
| Total price: |  | |  |
| Tax rate: |  | |  |
| Total Tax: |  | |  |
| shipping |  | |  |
| other |  | |  |
| Grand total |  | |  |
| **Notes** | | |  |
|  | | |  |
|  |
|  |

**Order form template Instructions**

1. **Fill in company and customer details**
   1. Input your company name, address, and contact information.
   2. Order #: Input the unique order number for tracking purposes.
   3. Name: Fill in the full name of the customer.
   4. Address: Provide the complete shipping and billing address of the customer.
   5. Email: Add the customer's email address for communication.
   6. Shipping method: Specify the method of shipment (e.g., UPS standard, express).
   7. Phone number: Enter the customer's contact number.
   8. Tracking number: If available, add the shipping tracking number.
2. **Completing the order details**
   1. Write down the name of each item ordered.
   2. Provide a brief description of the item.
   3. Indicate how many of each item are ordered.
   4. List the price per item.
   5. After inputting the price and quantity, calculate the total price for each item (Quantity x Unit Price).
3. **Confirmation section**
   1. Once you've finished inputting all your order information, sum up the total price of all items.
   2. If applicable, add any discounts or tax.
   3. Indicate the chosen payment method.
4. **Add notes**
   1. Add any additional notes or special instructions regarding the order.
5. **Saving and sharing**
   1. After completing the form, save the file. You can save it with a unique name for record-keeping.
   2. You can then share this file electronically with relevant parties or print it for physical record-keeping.
6. **Tips for effective use**
   1. Always ensure all details are correct to avoid errors in order processing.
   2. Feel free to adjust the template to better suit your specific needs.
   3. Keep a copy of each completed form for your records.

A black and blue logo

Description automatically generated

Looking for more templates? We’ve got you covered with simple and effective templates to improve your work. Check out [HubSpot’s 121 free business templates](https://www.hubspot.com/business-templates) designed to help your business grow today!