[Company name]

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Bakery supplier order form

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

Order number: _____

Date: _____

Supplier: _____

Deliver to: _____

Required by: _____

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

Estimated total: _____

Sign-off

Ordered by: ____ **Approved by:** ____ **Date:** ____