[Company name]

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Cafe supplier order form

Weekly order - beans, milk, pastries and disposables.

Order number: _____

Date: _____

Supplier: _____

Deliver to: _____

Required by: _____

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

Estimated total: _____

Sign-off

Ordered by: _____ **Approved by:** _____ **Date:** _____