I have summarised forms fixes below and am responding to client about some of his points (for example removing taxes from product line column).  
  
In addition to the common fixes as reported yesterday please find the following individual form fixes...  
  
Commercial Invoice:  
1. Remove USD bank account #834806 and creditcard payment option, only keep #270511 account for payments (only on commercial invoice)  
2. Replace ‘Tax’ with ‘GST’  
3. Replace ‘Total’ with ‘Total Amount’  
4. Use font size as per Quotation template  
  
Delivery Slip:  
1. Add Supplier address and Warehouse address  
2. Top two column to be populated with Supplier Reference, Date Ordered, Expected Date, Incoterms (add these and also remove Customer PO and Weight)  
3. Add total section with font as per Quotation with ‘Total Quantity, Total Packages, Total Gross Shipping Weight’  
4. Remove footer reference  
5. Please add ‘Commitment Date:’ and ‘Scheduled Date:’  
  
Invoice:  
1. Please check Per Kg Price mapping = 100%?  
2. Make sure the ‘Pay by EFT’ and ‘We Accept Payment by Credit Card’ are on the same page as the details  
3. Insert wording “We accept Payment by Credit Card, please visit our secure payment portal at: [www.conceptingredients.](http://www.conceptingredients.com.au/payment)”  
4. In total use ‘Sub Total’ and ‘Total Amount’ and make sure same size as Quotation template total.  
5. Replace with ‘Please use following as Reference in your EFT payment : ”;  
  
Picking Slip  
1. Is it easy to remove the barcode? They do not use at the moment  
2. Carrer = Carrier and please advise what it is linked to  
3. Add ‘Special Instructions’ comment area  
4. Add total section: ‘Total Quantity, Total Packages, Total Gross Shipping Weight’ with font size/colour as per Quotation template  
  
Pro Forma Invoice  
1. Can the comments go to the left of the Subtotal? If not please space down a little  
2. Fix totals to ‘Sub Total, GST, Total Amount, Currency’ (remove second GST 10%’, font size/colour as per Quotation  
  
Purchase Order  
1. Check duplicate INCI NAME ‘Storable INCIStorable INCI’  
2. Batch NUMNER spelling should be NUMBER  
3. Reword Our Order Reference: to ‘Supplier Reference’  
4. Reword Inco Terms: to ‘Incoterms’  
5. Move date required from line to header (date based on order and not on line) and use full date format – eg. 5 April 2019, use heading ‘Date Required’  
6. Remove taxes column  
7. In totals use ‘Sub Total. GST, Total Amount, Currency’ with font size/colour as per Quotation template  
8. What is the ‘Define Your Terms and 15%’ referencing to?  
  
Quotation:  
1. Fix totals as per other similar forms, ‘Sub Total, GST, Total Amount, Currency’ with font size/colour as per Quotation template  
2. Client has requested to remove taxes colour per line, am not sure about this as there may be different taxes on different lines, will go back to client  
  
Request for Quotation:  
1. Rename from Supplier RFQ to ‘Request for Quote: Open Order’  
2. Use same font sizes of headers and addresses as per Quotation and Proforma invoice forms  
3. Add upper column header line and ‘Incoterms:’ (see PO for reference)  
4. What is the reference to ‘Define Your Terms and 15%’?  
  
There are some duplicates and do not believe they will conflict with common fixes. Common fixes can have priority over these.