

# Notice of Acceptance of Order

Date: \_\_\_\_\_, 20 \_\_\_\_\_

To: \_\_\_\_\_

RE: Acceptance of Order

Dear \_\_\_\_\_ :

Please be advised that we have received the following goods, pursuant to our purchase order # \_\_\_\_\_, dated \_\_\_\_\_, 20 \_\_\_\_\_ :

The goods are further identified by invoice # \_\_\_\_\_ and bill of lading/ packing slip # \_\_\_\_\_ .

Please be advised that we have inspected the goods and they have been received in good condition, with no defects, and in conformity with our order.

Accordingly, we accept this shipment of goods.

Very truly,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name