# Supplier Order Planning Form — Supa Dillie-cious Food Mart

Use this form to record supplier information, items, quantities, and costs for store opening orders.

## Supplier Information

|  |  |
| --- | --- |
| Supplier Name: |  |
| Contact Person: |  |
| Phone Number: |  |
| Email Address: |  |
| Location / Address: |  |
| Date: |  |

## Items to Order

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item Name | Category | Potential Quantity | Unit Cost | Total Cost | Notes |
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## Additional Notes / Comments

Prepared by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_