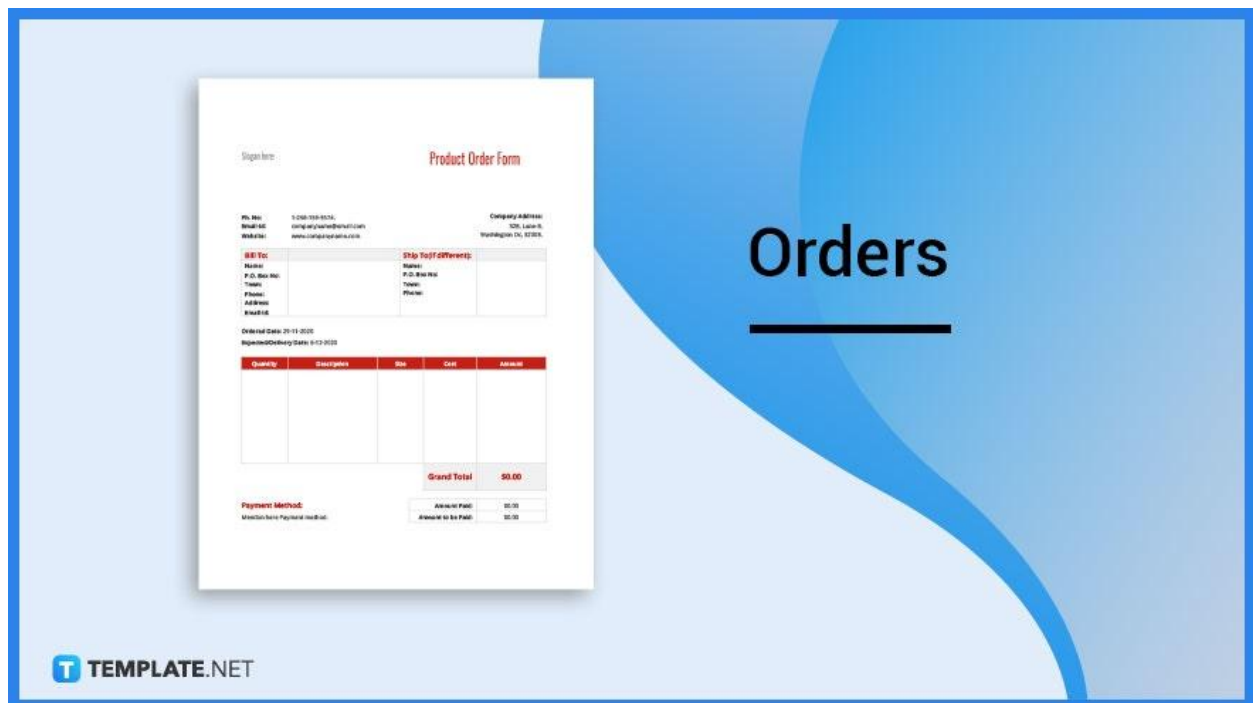


# Orders

An order states an intention of a buyer or seller, which can be in the form of writing or a verbal agreement, to take part in a commercial transaction. It contains information about the seller and buyer's company, contact information, types of services being ordered, the date they are expected to be delivered, as well as information about the receiver.



## Order Definition & Meaning

In the business world, an order aims to express the intention of buying products or services.

An order serves as a contract between the buyer and the seller, which indicates that the buyer commits to pay for the services or products they receive from the seller.

## What Is an Order?

An order, which can be spoken or written, serves as an initial step for buyers and sellers to take part in a business deal. It is used by companies to enhance their sales and is used by buyers to express their intention to participate in a transaction. With an order template that can be downloaded online, buyers and sellers can conduct a business transaction on agreed terms.

# 10 Types of Order

## Change Order

A **change order** is a document commonly used to alter the details of a project. It is used to change the original agreement or plan of a project and provides information about the changes in terms of the scope of work, cost, and schedule. Change orders are requested anytime something changes to the original scope of work in a contract.

**Change Order**

State: \_\_\_\_\_ Order No: \_\_\_\_\_  
Country: \_\_\_\_\_ Date: \_\_\_\_\_  
Contract for: \_\_\_\_\_  
Owner: \_\_\_\_\_  
To: \_\_\_\_\_

You are hereby requested to comply with the following changes from the contract plans and specification:


Description of changes (Supplemental plans and specifications Attached)	Decrease in contract price	Increase in contract price

Totals	\$0.00	\$0.00
Estimated Price	\$0.00	\$0.00
<b>Net Change in Contract Price</b>	<b>\$0.00</b>	<b>\$0.00</b>

Justification  
\_\_\_\_\_  
\_\_\_\_\_

The contract period provider for completion will be [(Increased) (Decreased) (Unchanged)]: [No. of Days]  
This document will become a supplement to the contract and all provisions will apply here to

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# Construction Order

A **construction order** is a document that stated the detailed information of a construction project. Construction companies use this type of order to present the scope of their work to their clients. Both the company and the client signs this document as they agree on the terms of the project.

**[Clarkson Builders Inc.]**  
[416 James Street]  
[Rochester, NY 14613]  
Phone: [585-581-1245]  
Fax: [ +44 161 999 8888]  
yourcompany@email.com

W.O. # [2468]  
W.O. Date: [11/22/25]  
Customer ID: [AWD-302]

### WORK ORDER

<b>BILL TO</b> Name: [Bill Remy] Company Name: [Manpower Corp.] Address: [4257 Fleming Way, Richmond VA 23223] Phone: [804-721-2179] Email: [yourcompany@email.com]	<b>SHIP TO (if different)</b> Name: Company Name: Address: Phone: Email:
--	---

JOB DESCRIPTION:

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
[5]	[Steel Poles]	[\$30.00]	[\$150.00]
[10]	[4 x 8 Plywood]	[\$28.00]	[\$280.00]

SUBTOTAL: \_\_\_\_\_ [ \$430.00 ]  
TAX: \_\_\_\_\_  
DISCOUNT: \_\_\_\_\_  
TOTAL: \_\_\_\_\_ [ \$430.00 ]

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# Delivery Order

A [delivery order](#) is a legal document issued by a carrier, shipper, or freight forwarder. It states an instruction for the shipping line and port operator to deliver cargo to the party responsible for handling import activities. As it is not a negotiable document, it does not act as evidence or a receipt of products.

## DELIVERY ORDER

Order Date:	Customer Id:	<b>Total Due:</b>
Order No:	Dispatch Date:	<b>\$0.00</b>
Delivery No:	Delivery Methods:	

**[COMPANY NAME]**  
[COMPANY SLOGAN]

**Shipping Address**  
[NAME]  
[COMPANY NAME]  
[STREET ADDRESS]  
[CITY, STATE, ZIP]







**Invoice Address**  
[NAME]  
[COMPANY NAME]  
[STREET ADDRESS]  
[CITY, STATE, ZIP]

Item #	Description	Ordered	Delivered	Amount

<b>Sub Total</b>	\$0.00
<b>Tax 5%</b>	\$0.00
<b>Total</b>	<b>\$0.00</b>

**Terms and Conditions:**  
Notice must be given to us of any goods not received within 10 days taken from the date of dispatch stated on invoice.

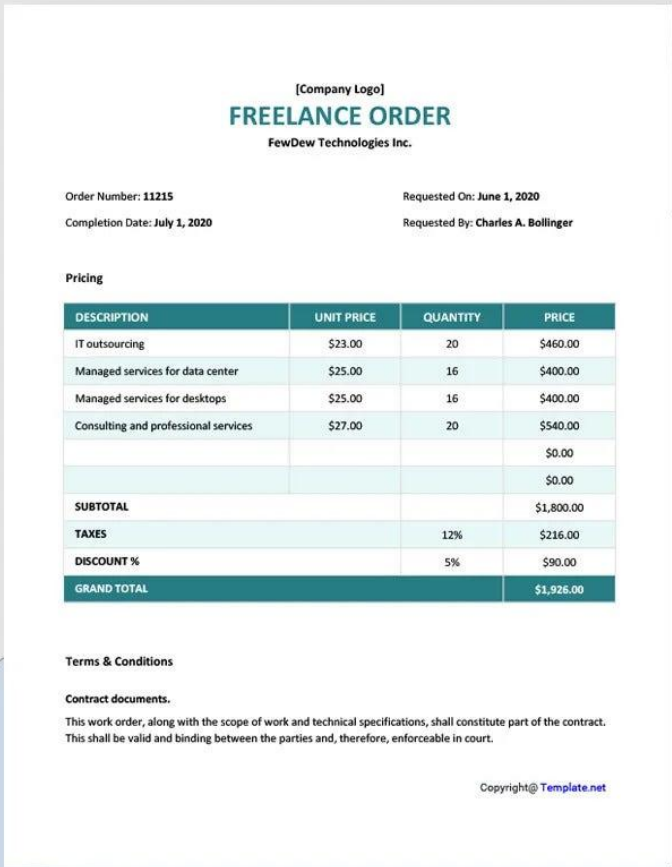
**Thank You for your Business!**  
If you have any questions concerning this invoice, contact [CONTACT PERSON] at [CONTACT NUMBER].



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# Freelancer Order

A [freelancer order](#) is used by clients that states their orders and payment receipts. As an official commercial document, it has details on the order's general information. It contains the descriptions of the products and services provided, their costs, additions, and deductions for the payment, and the grand total payment.



[Company Logo]

## FREELANCE ORDER

FewDew Technologies Inc.

Order Number: 11215 Requested On: June 1, 2020  
Completion Date: July 1, 2020 Requested By: Charles A. Bollinger

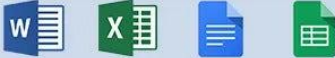
**Pricing**

DESCRIPTION	UNIT PRICE	QUANTITY	PRICE
IT outsourcing	\$23.00	20	\$460.00
Managed services for data center	\$25.00	16	\$400.00
Managed services for desktops	\$25.00	16	\$400.00
Consulting and professional services	\$27.00	20	\$540.00
			\$0.00
			\$0.00
<b>SUBTOTAL</b>			\$1,800.00
<b>TAXES</b>		12%	\$216.00
<b>DISCOUNT %</b>		5%	\$90.00
<b>GRAND TOTAL</b>			\$1,926.00

**Terms & Conditions**

**Contract documents.**  
This work order, along with the scope of work and technical specifications, shall constitute part of the contract. This shall be valid and binding between the parties and, therefore, enforceable in court.

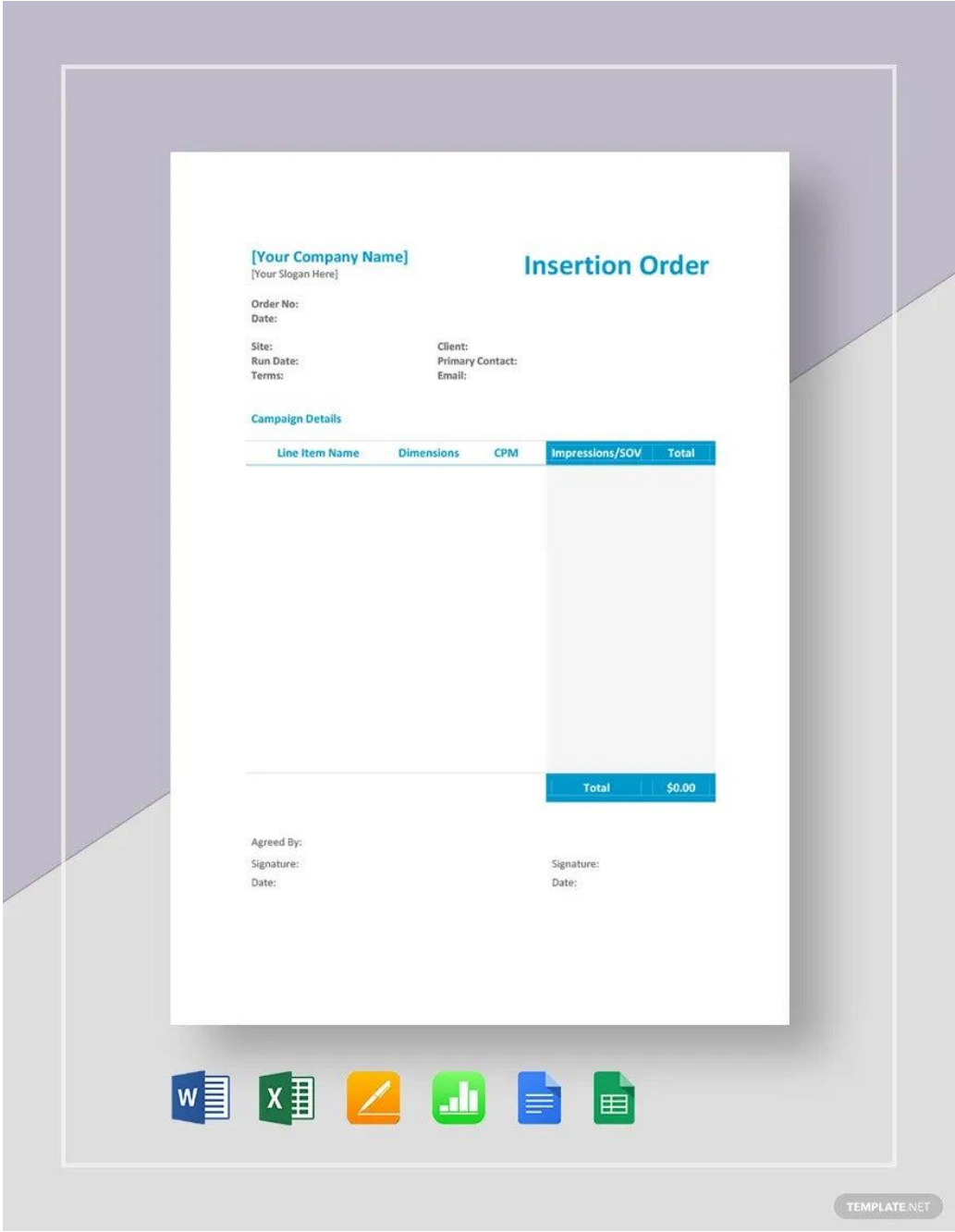
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# Insertion Order

Insertion order is a legal agreement between a publisher and advertiser to publish an ad campaign. It contains important details of an ad inventory to support the ad proposal process. This agreement ensures that the advertiser can run ads on the publisher's inventory.



The image shows a digital template for an Insertion Order form. The form is centered on a light purple and grey background. At the top left, there is a placeholder for the company name and slogan. The title 'Insertion Order' is prominently displayed in blue. Below this, there are fields for 'Order No.', 'Date', 'Site', 'Run Date', and 'Terms'. To the right, there are fields for 'Client', 'Primary Contact', and 'Email'. A section titled 'Campaign Details' contains a table with columns for 'Line Item Name', 'Dimensions', 'CPM', 'Impressions/SOV', and 'Total'. A summary row at the bottom of the table shows 'Total' and '\$0.00'. At the bottom of the form, there are signature and date fields for both the advertiser and the publisher. At the very bottom of the image, there are icons for Microsoft Word, Excel, a pencil, a bar chart, a document, and a spreadsheet. The 'TEMPLATE.NET' logo is in the bottom right corner.

**[Your Company Name]**  
[Your Slogan Here]

## Insertion Order

Order No:  
Date:

Site:  
Run Date:  
Terms:

Client:  
Primary Contact:  
Email:

**Campaign Details**

Line Item Name	Dimensions	CPM	Impressions/SOV	Total
			<b>Total</b>	<b>\$0.00</b>

Agreed By:  
Signature:  
Date:

Signature:  
Date:

W X [Pencil] [Bar Chart] [Document] [Spreadsheet]

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# Purchase Order

To track important details related to what buyers want to purchase, buyers create [purchase orders](#). A purchase order is sent by a buyer to a seller to confirm their intention to purchase products or services. This document states the quantity, type of items required, payment terms, and delivery information.

**Purchase Order**

**[Your Company Name]**  
[Your Slogan Here]

[Street Address] **PO Number**  
[Zip, City]  
[Phone]  
[Email-Id] **PO Date**  
[Phone Number]

**Vendor:** **Ship To:**  
[Name] [Name]  
[Company Name] [Company Name]  
[Street Address] [Street Address]  
[City, ST ZIP] [City, ST ZIP]  
[Phone Number] [Phone Number]  
[Email-Id] [Email-Id]


PO Number	Buyer	Date	Vendor No	Terms	Ship Via

IT	Part Number	Description	Quantity	Unit Price	Amount

Sub Total	\$0.00
Tax 15%	\$0.00
Discount 8%	\$0.00
<b>Grand Total</b>	<b>\$0.00</b>



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# Service Order

A [service order](#) documents the services a client needs and the deliverables of the company. It also includes the estimated cost, schedule, location, and resources relevant to the service. Service orders are often used by companies to record their work.

**Service Order**  
Company Logo

Company Name  
Address  
Phone Number  
Website

**Customer Details**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone No.: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Dealer No.: \_\_\_\_\_







**Order Details**

Form #	Service Description	Total
<b>Total</b>		\$0.00

NOTE: Form number, description, and quantity MUST be supplied to ensure that order will be filled.

For all orders, please check one of the following:

Pick-Up Date: \_\_\_\_\_  
 Mail To: \_\_\_\_\_

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# Restaurant Order

A **restaurant order** is a type of form used by a food store or service restaurant. This form takes the important details of a customer's order to serve them conveniently. With a restaurant order, customers can also easily process their payment by using their preferred payment method.

**RESTAURANT ORDER FORM**

**OWNED AND MANAGED BY:**  
[SPECIFY THE FULL AND COMPLETE NAME OF THE MANAGING CORPORATION]  
[SPECIFY THE FULL AND COMPLETE ADDRESS OF THE MANAGING CORPORATION]  
[SPECIFY THE CORPORATE TELEPHONE NUMBER OF THE MANAGING CORPORATION]  
[SPECIFY THE CORPORATE EMAIL ADDRESS OF THE MANAGING CORPORATION]  
[SPECIFY THE OFFICIAL CORPORATE WEBSITE OF THE MANAGING CORPORATION]

**ORDER FORM**

DINE-IN       TAKE OUT


DATE: [SPECIFY THE DATE]  
CUSTOMER ORDER NO.: [SPECIFY THE ORDER NUMBER OF THE CUSTOMER]  
TABLE NUMBER: [SPECIFY THE TABLE NUMBER OF THE CUSTOMER]  
NUMBER OF GUESTS: [SPECIFY THE NUMBER OF GUESTS IN THE TABLE]

CUSTOMER NAME: [SPECIFY THE FULL AND COMPLETE NAME OF THE CUSTOMER]  
CUSTOMER ADDRESS 1: [SPECIFY ADDRESS 1 OF THE CUSTOMER]  
CUSTOMER ADDRESS 2: [SPECIFY ADDRESS 2 OF THE CUSTOMER]  
CUSTOMER'S CONTACT NUMBER: [SPECIFY CONTACT NUMBER OF THE CUSTOMER]

ITEM / DESCRIPTION	QUANTITY	OTHER REQUESTS	
<b>APPETIZER</b>			
1	[SPECIFY THE NAME OF THE ORDERED APPETIZER MENU ITEM]	[SPECIFY THE QUANTITY OF ORDER FOR THE SPECIFIC ITEM]	[SPECIFY THE OTHER REQUEST OF THE RESTAURANT CUSTOMER FOR THE SPECIFIC ITEM]
2			
3			
4			

[4412 Roosevelt Street, San Francisco, CA 94114]  
[+1 415 359 1127 | hello@gourmet.com]  
[gourmet.com]

**Gourmet**  
RESTAURANT



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# T-shirt Order

A [t-shirt order](#) is a form used by clothing companies to list down customer orders and their total cost. It includes information about the needed t-shirt sizes, styles, and other customization options. This form also acts as a legally binding document of the goods ordered.

[COMPANY NAME AND LOGO]  
[COMPANY ADDRESS]

### T-Shirt Order Form

**Customer Details**

Date: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Postal Code: \_\_\_\_\_  
Phone No.: \_\_\_\_\_  
Email: \_\_\_\_\_

**T-Shirt Order**

Color: \_\_\_\_\_  
S  M  L  XL  XXL

Color: \_\_\_\_\_  
S  M  L  XL  XXL

Total: \_\_\_\_\_

**Payment Details**

Cash: \_\_\_\_\_  
Cheque: Cheque No.: \_\_\_\_\_  
Name: \_\_\_\_\_  
PayPal: \_\_\_\_\_

**Confirmation Form**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone No.: \_\_\_\_\_  
Date: \_\_\_\_\_ Signature: \_\_\_\_\_

W X P B G

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# Work Order

A [work order](#) is a formal document that contains information about approved maintenance work for execution. It can be submitted by any type of customer from different industries. Work orders also provide descriptions of work to be completed such as its location, skill requirements, and tools needed.

**Your Company name**

## Work Order

**Ordered by:**  
ordered Date : 24-11-2020

**Delivery Date:** 29-11-2020

**Contact Information:**  
**Address:**  
32B, Lane-8, Washington Dc, 32008.  
Ph. No: +1-159-258-357.  
Fax: 888-888-8888.  
Order no: # 2584621

Email: id: yourname@email.com  
Website: www.website.com


ITEMS COST	DESCRIPTION	QUANTITY	TOTAL
<b>SUB TOTAL</b>			<b>\$0.00</b>
<b>TAX 10%</b>			<b>\$0.00</b>
<b>GRAND TOTAL</b>			<b>\$0.00</b>

Payment Mode	Amount
Mention Here Payment Mode	\$0.00

**Client:**  


**Manager:**  


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## **Order Uses, Purpose, Importance**

Order forms are used by companies and businesses to initiate commercial transactions with clients. With order forms, clients can save time and money in purchasing services or products. Businesses utilize order forms as a tool in enhancing their profitability and brand awareness.

### **Removes the risk of miscommunication**

Using an order ensures that clients received the correct product or service at agreed terms. By adding your standard terms of trade, you can be protected from risks. Basic information must be included in all orders to prevent misunderstandings which often lead to extra costs and wasted time.

### **Common agreement on cost commitments**

Order forms allow the approval of services before it takes place. Before approving, customers can negotiate on certain details such as the services' price. Companies can also address other inquiries clients may have before completing the order.

### **Provides valuable information**

Orders have valuable information that a company can use. It may contain information on what order is placed, the date of delivery, or when the payment for a product or service is agreed upon. Good order forms can be a basis for an organization's clear communication, externally and internally.

### **Helps in consolidating costs**

Orders allow clients to evaluate the relevant costs of the services they need. By consolidating the costs of these services, clients can identify the overall production cost of any product. With orders, clients can also effectively manage their budget for future projects.

## **Eliminates the risk of false invoices**

As false invoices are common among businesses, orders can be a way of preventing them. Most false invoices look real and often include threats of fines when not paid. Orders contain order numbers as references and allow businesses to identify false invoices.

## **What's in an Order? Parts?**

### **Company's Legal Name and Physical Address**

As an order is a legally binding document, it must contain your company's information and an authorized signature of acceptance of both the company and the client.

### **Company's Delivery Address**

Providing a delivery address gives accurate shipping information should there be any shipping location errors.

### **Buyer's Information**

This part of the order contains information about the identity and purpose of the purchase.

### **Billing Information**

Providing your company's billing information allows clients to send their payments to the correct address.

### **Product or Service Description**

This part of the order provides information on the product or service's descriptions, pricing, quantity, and other specific shipping requirements.

## **Delivery Date**

A delivery date allows shippers to inform customers in advance if there are issues with meeting the delivery date.

## **Terms of Payment**

This part of the order lists down terms of payment to inform clients when they are expected to make payment.

# Order Anatomy

Company's Legal Name and Physical Address

Billing Information

Buyer's Information

Product or Service Description

Terms of Payment

Delivery Date

**WORK ORDER**

[Company Name / Logo]

[Street Address]  
[City, ST ZIP]  
Phone: (000-000-0000)  
Fax: (000-000-0000)  
[Web Address]

Requested By: \_\_\_\_\_  
Customer ID: \_\_\_\_\_  
Department: \_\_\_\_\_

W.O. # \_\_\_\_\_  
W.O. Date: 12/22/2020

JOB	BILL TO	SHIP TO (if different)
(Enter description of work)	(Name) (Company Name) (Street Address) (City, ST ZIP) (Phone)	(Name) (Company Name) (Street Address) (City, ST ZIP) (Phone)

QTY	DESCRIPTION	TAXED	UNIT PRICE	LINE TOTAL

**Other Comments or Special Instructions**

1. Total payment due 30 days after completion of work.
2. Please refer to the W.O. # in all your correspondence.
3. Please send correspondence regarding this work order to:  
(Name, Phone #, Email)

SUBTOTAL	\$0.00
TAXABLE	\$0.00
TAX RATE	\$0.00
TAX	\$0.00
5 & H	\$0.00
OTHER	\$0.00
<b>TOTAL</b>	<b>\$0.00</b>

I agree that all work has been performed to my satisfaction.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Thank You For Your Business!








# How to Design an Order?

1. Choose an [order size](#).
2. Decide on the purpose of the order.
3. Select an [order template](#).
4. Alter the structure of the order template by adding necessary details and removing unnecessary ones.
5. Place your business logo or letterhead if you use one.
6. Include additional information if you have any.
7. Finalize and download.



# How to Design an Order?

---

-  Choose an order size.
-  Decide on the purpose of the order.
-  Select an order template.
-  Alter the structure of the order template by adding necessary details and removing unnecessary ones.
-  Place your business logo or letterhead if you use one.
-  Include additional information if you have any.
-  Finalize and download.

## **Order vs. Invoice**

An order is a document or a verbal agreement between a buyer and a seller who want to engage in a commercial transaction.

An [invoice](#) is a commercial document marked with a date that is given to the buyer when payment is to be collected by the seller.

## **What's the Difference Between Order, Purchase, and Quote?**

An order is used by a buyer who wants to commit to paying a seller for specific products or services to be delivered at a later date.

A purchase is an act of buying a product or service that a company needs to operate.

A quote is a document that contains the list of a company's products and services and their prices, which sellers provide to potential buyers.

## **Order Sizes**

Writing an order form must be printed on the correct paper size which includes the following:

# Order Sizes

---

Types of Orders	Size (in)
USLetter	8.5 × 11
A4	8.3 × 11.7

## Order Ideas and Examples

An order form should include appropriate information sections in accordance with the type of service a client requires and the list below might give you useful [order ideas](#):

- Order Ideas and Examples
- Cleaning Service Order Ideas and Examples
- Ideas and Examples IT and Software Purchase Order
- Order Confirmation Template Ideas and Examples
- Vehicle Order Ideas and Examples
- Service Order Ideas and Examples
- Stationery Order Tips, Ideas, and Examples
- Sales Order Making Ideas and Examples
- Effective Repair Order Templates Ideas and Examples
- Office Order Ideas and Examples
- Funeral Order of Service Ideas and Examples

## **FAQs**

### **What is a purchase order template?**

A purchase order acts as a contract between a buyer and a seller that outlines the price, quantity, delivery details, and terms of payment of a service.

### **What is a product order form?**

A product order form is used by a buyer when they want to request or purchase a product or service provided by a business or company.

### **How do I create a custom order?**

To create a custom order form, the product or service must be decided, choose an order template, and modify its structure by adding information fields, you can also add photos of products if you have any, confirm the structure, and download it for printing.

### **What is a change order in business?**

A change order contains the altered, may it be added or deleted, details from the original scope of work of a contract during a project.

### **How do you make a change order?**

A change order should include the company and client's name, address, and contact information, dates of change, details of work changes, updated schedule, costs of the change, and the updated contract value.

### **How to keep track of customer orders in Excel?**

To keep track of customer orders in Excel, type the required headline fields for your data, input customer orders and apply data validation, complete order details like name of products, sizes, and order status, create bill total, and generate an order summary.

## **What is a conditional sell order?**

A conditional sell order is an instruction to sell a particular product once particular target criteria (which can be decided by you) has been met.

## **How do I create a digital order form?**

To create a digital order form, select first a template you want, provide information sections on your order form, set up the payment processing method, modify the form according to your brand, and create a confirmation page to display after a customer place an order.

## **What is a service order form?**

A service order form contains information about the services a client requires, which usually covers short-term, one-time orders.

## **What should be included in a repair order?**

A repair order should include the names of the company and the client, their contact information, address, order number, date of the order, the status of the product, its description, hours of repair, and its corresponding price.