

ORDER FORM CHECKLIST



An order form is a simple document designed to gather the details of an order as well as customer information. If you or a showroom representative can't write an order quickly, sales are lost. Your line sheet must be easy to read, have complete information- such as sizing, price, style, and ship dates, Exhibiting at a trade show or Market is all about closing the sale quickly- do your line sheets help or hinder this process?

Should include:

- Your logo
- Your company contact information
- Date of order
- Purchase order number (if supplied by the buyer)
- Store name
- Buyer's name
- Buyer's email + phone number
- Delivery address
- Billing address (if different)
- Estimated ship date
- Resale or tax ID #
- Payment method
- Invoice total
- Order notes
- Buyer signature

For each product:

- Product name
- Item number
- Wholesale price (each)
- Minimum quantity
- Available variants (size, color, fragrance, flavor, etc.)
- Line item total

Focus on creating a form that is easy for buyers to read.

Take a look at this example Order Form shared by one of our Hub Brands.

[illegible]