

# OFFICE ORDER FORM

Company Name: \_\_\_\_\_ Order Number: \_\_\_\_\_

**Ordering Party Information:**

Full Name: \_\_\_\_\_

Department/Position: \_\_\_\_\_

Contact Phone/Email: \_\_\_\_\_

**Supplier Information:**

Supplier Name: \_\_\_\_\_

Supplier Contact: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

Item No.	Description	Quantity	Unit Price (USD)	Total Price (USD)

**Payment Terms and Conditions:**

Payment shall be made in U.S. Dollars via wire transfer, check, or other mutually agreed method. Unless otherwise stated in writing, payment is due within thirty (30) days from the date of invoice. Late payments may be subject to interest charges of 1.5% per month or the highest rate permitted by law, whichever is less.

**Delivery and Acceptance:**

Supplier shall deliver the ordered goods to the location specified by the Ordering Party within the agreed timeframe. Risk of loss passes to the Ordering Party upon delivery and acceptance of goods. Ordering Party shall inspect the goods promptly and notify Supplier within seven (7) business days of any discrepancies, defects, or non-conformities. Failure to provide such notice shall constitute acceptance of the goods.

**Warranties and Liability:**

Supplier warrants that all goods supplied under this Order Form shall be free from defects in material and workmanship and shall conform to the specifications agreed upon. This warranty shall be valid for a period of ninety (90) days from

the date of acceptance. Supplier's sole obligation under this warranty shall be to repair or replace defective goods at Supplier's option. Neither party shall be liable for any indirect, incidental, consequential, or punitive damages arising out of or related to this Order.

**Termination:**

Either party may terminate this Order Form upon written notice if the other party materially breaches any term and fails to cure such breach within fifteen (15) days after receipt of notice. Termination shall not relieve either party of obligations accrued prior to termination.

**Confidentiality:**

Each party agrees to keep confidential and not disclose any proprietary or confidential information obtained in connection with this Order Form except as required by law or with prior written consent.

**Governing Law and Jurisdiction:**

This Order Form shall be governed by and construed in accordance with the laws of the State of \_\_\_\_\_, without regard to its conflict of law principles. The parties consent to the exclusive jurisdiction and venue of the state and federal courts located in \_\_\_\_\_ County, \_\_\_\_\_ for any disputes arising out of or relating to this Order Form.

**Entire Agreement and Amendments:**

This Order Form constitutes the entire agreement between the parties regarding its subject matter and supersedes all prior negotiations, understandings, and agreements. Any amendments or modifications must be made in writing and signed by authorized representatives of both parties.

**Signatures:**

**ORDERING PARTY SIGNATURE**

**SUPPLIER SIGNATURE**

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

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

Name (Print): \_\_\_\_\_

Name (Print): \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

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