

## SPECIAL ORDER FORM

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

Taken By: \_\_\_\_\_



### CUSTOMER INFORMATION

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

Owner #: \_\_\_\_\_

Phone #: \_\_\_\_\_

### PRODUCT INFORMATION

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

Brand: \_\_\_\_\_

Product Name: \_\_\_\_\_

SKU/UPC/PLU: \_\_\_\_\_

Quantity: \_\_\_\_\_

Add'l Info: \_\_\_\_\_

### STORE USE

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

Initials: \_\_\_\_\_

Reordered if OOS: \_\_\_\_\_

Initials: \_\_\_\_\_

Is the product on sale? ☐

Sale Price: \_\_\_\_\_

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

Initials: \_\_\_\_\_

Date Customer Called: \_\_\_\_\_

Initials: \_\_\_\_\_

\*(2nd attempt if OOS): \_\_\_\_\_

Initials: \_\_\_\_\_

Location of Product: \_\_\_\_\_

- ☐ Shelf in receiving ☐ Freezer  
☐ Walk-in Cooler ☐

X \_\_\_\_\_  
Owner Signature

Apply 10% discount