**Sample Order Acknowledgement**

Order acknowledgement is a written confirmation that the order is bookend or received. The sales manager or online software should issue you and order acknowledgement, as soon as you made an order booking, or purchase order. After receiving an Order acknowledgement it is being expected that customer should make a payment for ordered goods and services, and therefore you can expect to receive an invoice or the bill.

Order acknowledgement should be printed on the company memo and must have following elements:

1. Order number
2. Customer name/number
3. Date when the order is being received
4. Shipping details
5. Payment status and terms
6. List of items being ordered and quantity
7. Unit price and price for the lot
8. Amount due
9. Total tax
10. Stamp or the electronic signature.