

# Confirmation of Verbal Order

Date:

To: (Supplier)

This letter shall confirm your acceptance of our verbal order communicated to you on the \_\_\_ day of \_\_\_\_\_, 201(x) . A copy of our purchase order containing the stated terms is attached hereto.

Unless we receive your written objection within ten days of your receipt of this order, we shall consider the order to be confirmed in accordance with its terms and we shall expect delivery of all ordered goods on the date indicated.

Yours very truly,

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