



**Meyer Distributing  
Retail Order Template**

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Meyer Distributing  
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This Template is intended for Print and used by Retail Salespeople to summarize critical information as it relates to the customer vehicle and/or product information when interacting with the retail customer to increase accuracy of part(s) ordered, lessen inventory returns and improve customer service. This Template also provides assurance for the Retailer and Customer if/when questions arise.

DATE	
CUST NAME	
CUST PHONE / EMAIL	
YEAR	
MAKE	
MODEL	
SUBMODEL	
CAB SIZE	
BED SIZE/TYPE	
ENGINE SIZE	
WHEEL / TIRE SIZE	
COLOR CODE	
OTHER	
PART #(S)	
PURCHASE ORDER #	
MEYER ORDER #	
MEYER SALESPERSON	
DEPOSIT RECEIVED / PAY METHOD	
CUST SIGNATURE	

NOTES	
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