

UAE small-business commerce document pack

Quotation, purchase order, delivery, acceptance, invoice and receipt.

A linked document workflow from quotation to receipt, using common references to preserve payment and delivery context.

Pack reference	Version	Review date
uae-small-business-commerce-pack	2026.08	15 Aug 2026

Working fields

No.	Field	Entry / notes
1	Customer and project reference	[]
2	Quotation and validity	[]
3	Purchase order	[]
4	Goods or services	[]
5	Delivery and reservations	[]
6	Acceptance	[]
7	Invoice and VAT	[]
8	Receipt and method	[]
9	Shared reference	[]
10	Signature and stamp	[]

Use guide

What does it organise?	Organise a simple commercial cycle from offer and order through delivery, invoice and collection.
What does it not prove?	Completion alone does not prove performance or payment, and PDF/Word is not a structured eInvoice.

Checks before approval

1	Use one reference across the cycle.
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2	Separate delivery from final acceptance.	
3	State partial payment clearly.	
4	Review VAT and structured eInvoicing requirements.	
Notice: Operational pack, not accounting software, a structured eInvoice or a universal contract.		
Prepared by	Reviewed by	Approved by
Name / signature / date	Name / signature / date	Name / signature / date

PDFUAE PREVIEW