# Backorder Report

**Purpose:** This report lists all items currently on backorder along with their details and expected delivery dates. It aids the logistics team and procurement department in tracking outstanding orders to maintain continuity of operations.

## Report Details

**Report Date:** {reportDate}

**Prepared By:** {preparedBy}

## Supplier Information

**Supplier Name:** {supplierName}

**Supplier Contact:** {supplierContact}

**Warehouse Location:** {warehouseLocation}

## Backordered Items

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item Name** | **SKU** | **Quantity** | **Expected Delivery Date** | **Status** |
| {#items}{itemName} | {sku} | {quantity} | {expectedDelivery} | {status}{/items} |

## Priority Items

{#hasPriorityItems}

* **{itemName}**: *{note}*

{/hasPriorityItems}

{^hasPriorityItems}*There are no priority items currently on backorder.*{/hasPriorityItems}

## Notes

{#notes}

* {noteText}

{/notes}

End of Report