office printable .com

PACKING SLIP

ORDER NO.	CUSTOMER PO NO.	SHIP DATE	CARRIER / TRACKING

SHIP TO

Name

Company

Address

Phone

SHIPPED FROM

Business

Address

Phone / email

Returns to

SKU / part no.	Description	Ordered	Shipped	Backorder

Cartons

Total weight

Packed by

NOTES / HANDLING

Please check the contents against this slip on arrival and report any shortage or damage within 48 hours, quoting the order number.