

Delivery Packing Slip

Please include the following information on packing slips for each delivery

Ship To/ Destinataire	Sold To/ Acheteur	Packing Slip No.	Ship From/ Expediteur
		Estimated Delivery Date	
		Carrier of shipping method	
		Shipping reference or tracking number	
		Shipping Quantity: _____ <input type="checkbox"/> Carton <input type="checkbox"/> Pallet	

1 Supplier Information:

- Supplier name & contact details
- Supplier account number or vendor code

2 Shipment Information:

3 Product & Pricing Information

PO Line Item	Item Description	Item code or SKU	Quantity Ordered	Quantity Shipped	Ship UOM	Batch/Lot No.	Expiry Date/ Shelf Life	Currency	Tax or GST/HST	Storage Requirements	Special Handling instructions (if applicable)

4 Other Information

Backorder/ Partial Shipment Notes	Reference to any associated documentation (e.g., Certificate of Analysis, temperature log, safety data sheet)	#Signatures or acknowledgment sections for receiving team

5 Client/ Customer Information

<ul style="list-style-type: none"> • Customer name & contact details • Date of Order • Purchase Order Number(s)