|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **[Company Name]** | | | | **PACKING SLIP** | | | | |
| **[Company Slogan]** | | | | Date | | | | DD/MM/YYYY |
| **[web address]** | | | | Customer ID | | | | [12345] |
|  | | | |  | | | | |
|  | **BILL TO:** | |  |  |  | **SHIP TO:** | | |
|  | | [Name] |  |  |  | | [Name] | |
|  | | [Company Name] |  |  |  | | [Company Name] | |
|  | | [Stress Address] |  |  |  | | [Stress Address] | |
|  | | [City, ST ZIP] |  |  |  | | [City, ST ZIP] | |
|  | | [Phone] |  |  |  | | [Phone] | |

|  |  |  |  |
| --- | --- | --- | --- |
| **ORDER RATE** | **ORDER NO.** | **PURCHASE ORDER NO.** | **CUSTOMER CONTACT** |
| 1/26/19 | [123456] | [123456] | Purchasing Dept. |

|  |  |  |  |
| --- | --- | --- | --- |
| ITEM # | DESCRIPTION | ORDER QTY | SHIP QTY |
| [23423423] | Product XYZ | **15** | **13** |
| [45645645] | Product ABC | **1** | **1** |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | TOTAL: | 16 | 14 |

|  |
| --- |
| **Comments:** |
| Backordered items will ship as they become available |

If you have any questions or concerns, please contact

[Phone #, E-mail]

Thank You For Your Business!