|  |  |
| --- | --- |
| **[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!