Packing List Template

April 17, 2019

«\_CompanyName»

«\_AddressLine1»

«\_AddressLine2»

«\_City», «\_State» «\_ZipCode»

«\_PhoneOffice» «\_PhoneFax»

«\_EmailAddress» «\_Website»

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Customer P.O. No. | Date Shipped | Shipped Via | Our Order No. | Salesperson |
|  | April 17, 2019 |  |  |  |

|  |  |
| --- | --- |
| Ship to: | Sold to (if different): |
|  |  |

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| --- | --- | --- |
| √ | Qty. | Description |
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| --- | --- | --- | --- | --- | --- |
| # Cartons | Total Weight | Order Complete? | Balance To Follow | Packed By | Checked By |
|  |  |  |  |  |  |

PLEASE NOTIFY US IMMEDIATELY IF SHIPMENT CONTAINS ERRORS!   
Contact: ,