PACKING LIST

Goes in or on the shipment. Lists what is in the boxes, not what it costs.

Ship from		Ship to	
Company		Company	
Address		Address	
City, State ZIP		City, State ZIP	
Contact / phone		Contact / phone	

Packing list no.		Customer PO no.	
Ship date		Carrier / service	
Sales order no.		Tracking / PRO no.	

Item no.	Description	Unit	Qty ordered	Qty shipped	Back-ordered	Box / pallet no.	Lot / serial no.
		Totals	0	0	0		

Number of packages		Packed by	
Total weight (lb)		Checked by	

Received in good condition (signature) / date

Notes on shortage or damage