|  |  |  |
| --- | --- | --- |
| **[Business Name]**[Address: ------------------------------------------------------][Phone (000) 000-0000][Fax (000) 000-0000] |  | *Packing Slip Template* |
| Order Date: |  | Date: |  |
| Order Number: |  | Customer Contact: |  |
| Purchase Order:  |  | Customer Account:  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Ship To: |  | Bill To: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Part # | Description | Unit Type | Order Quantity | Ship Quantity | BackorderQuantity |
| 000-#0000 | ----------------------------------------------------- | [Set/Unit] | 15 | 7 | 8 |
| 000-#0000 | ----------------------------------------------------- | [Package] | 4 | 4 | 0 |
| 000-#0000 | ----------------------------------------------------- | [Each] | 1 | 0 | 1 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **NOT AN INVOICE** |  |  |  |  |  |
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| Comments:  |