[Your Company]

[Select Date]

|  |  |
| --- | --- |
| Recipient: | [Recipient Name] [Company] |

[Address, City, ST ZIP Code]  **|**  [Website]

p. [Telephone]  **|**  f. [Fax]  **|**  [Email]

Packing slip

|  |  |
| --- | --- |
| Ship To |  |
| |  |  | | --- | --- | | Recipient | [Recipient Name] [Company] | | Address | [Address] [City, ST ZIP Code] | | Phone | [Telephone] | | Customer ID# | [Customer ID] | | |  |  | | --- | --- | | Order Date | [Date] | | Order Number | [Order Number] | | Purchase Order | [Purchase Order] | |

| Item # | Description | Unit Type | Order Quantity | Ship Quantity | Backorder Quantity |
| --- | --- | --- | --- | --- | --- |
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|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Comments: Backordered items will ship as they become available. Please contact the Customer Service department at [Phone] with any questions or concerns | | | | | |

**Thank you for your order!**