|  |  |  |
| --- | --- | --- |
| [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** | **Backorder****Quantity** |
| 000-#0000 | ----------------------------------------------------- | [Set/Unit] | 15 | 7 | 8 |
| 000-#0000 | ----------------------------------------------------- | [Package] | 4 | 4 | 0 |
| 000-#0000 | ----------------------------------------------------- | [Each] | 1 | 0 | 1 |
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|  **Notes:**  |