[Your company name]

DELIVERY NOTE

DETAILS

Delivery note number	*[Your own reference]*
Date sent	*[DD/MM/YYYY]*
Your order	*[The customer's purchase order number]*
Our reference	*[Your quote or sales order number]*
Sent by	*[Your van, or the carrier and consignment number]*
Packages	*[How many boxes or pallets]*

DELIVER TO

Company	
Address	*[The delivery address on the order]*
Contact	*[Who is expecting it]*

LINES

Part number	Description	Ordered	Sent	To follow

List the parts in the order the customer's purchase order lists them. To follow is what's still owed on each line.

NOTES

To follow	*[When the rest will arrive]*
Enclosed	*[Certificates or reports in the box]*
On receipt	*[What to do if something is wrong]*

Received by _____ Date _____ Condition _____