

PACKING SLIP

BLANK FORM

Slip ID

Order ID

Ship date

Parcel

Ship from

Ship to

Carrier

Tracking ref

Line ID	SKU	Description	Unit	Ordered	Prior ship	Cancelled	This slip	Open after

Package notes

Packed by

Checked by

Open after = ordered - prior shipped - cancelled - this slip. All quantities use the same unit.
This slip describes shipment contents. It is not an invoice, carrier label, customs document or proof of delivery.
NexalyPlanner | nexalyplanner.com | Static writing form; no automatic calculations.

PACKING SLIP

FICTIONAL EXAMPLE

Slip ID	PS-1023-A	Order ID	ORD-1023
Ship date	2026-10-23	Parcel	1 of 2 planned
Ship from	Example Workshop - example dispatch point	Ship to	Example Customer - example receiving point
Carrier	Record at dispatch	Tracking ref	Record actual reference

Line ID	SKU	Description	Unit	Ordered	Prior ship	Cancelled	This slip	Open after
L01	FLT-01	Replacement filter	each	20	0	0	12	8
L02	CLP-01	Mounting clip	each	4	0	0	4	0

Package notes 8 filters remain open. Confirm the next dispatch date with the customer.

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