

DELIVERY NOTE

Delivery Note — Returns Column

Delivery note #

Date dispatched

Order / PO reference

FROM (SENDER)

Business name

Address

Phone / email

TO (RECIPIENT)

Recipient name

Delivery address

Phone

DESCRIPTION	UNIT	QUANTITY ORDERED	QUANTITY DELIVERED	RETURNED / REFUSED

REASON FOR RETURN

CONDITION / RETURN NOTES

Received by (printed name)

Signature

Date and time