

DELIVERY ORDER

Delivery order no. _____

Date issued _____

Instruction to release goods — quantities, not values

An instruction to release goods. This document authorises a movement that has not happened yet — it carries no prices and no values.

ISSUED BY (CONSIGNEE OR OWNER OF THE GOODS)

Business name

Address

Contact / phone

RELEASE TO (COLLECTING PARTY)

PICKUP LOCATION

INSTRUCTED PARTY (CARRIER OR WAREHOUSE)

Company name

Address

Contact / phone

ID TO BE PRESENTED ON COLLECTION

PICKUP TIME WINDOW

DESCRIPTION OF GOODS

QUANTITY

MARKS — LOT, CONTAINER OR CARTON REFERENCE

SPECIAL INSTRUCTIONS

Authorised by (issuer) — signature

Name and position

Date

Received by (collecting party) — signature

Print name

Date and time