[Company Name]
[Address Line 1]
[Address Line 2]
[Phone/Fax/E-mail]

DELIVERY ORDER

DO No: _____

Date: _____

Ref No: _____

Recipient Details

Name / Company	[Recipient Name or Company]
Address	[Recipient Address]
Contact	[Recipient Contact Person & Phone]

Delivery Details

Warehouse	[Warehouse Name/Location]	Vehicle No.	[Vehicle Number]
Driver Name	[Driver Name]	Delivery Date	[Delivery Date]

Goods Details

#	Description / Product Name	Batch / Lot No.	Quantity	UOM	Remarks
1					
2					

Remarks

_____

Prepared by

_____

Checked by

_____

Received by