

# Delivery Release Order

Inventory Dispatch

Delivery Order No.: \_\_\_\_\_

Date: \_\_\_\_\_

Issued By: \_\_\_\_\_

## Recipient Information

Company/Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_

## Dispatch Details

| No. | Item Code | Description | Quantity | Unit | Remarks |
|-----|-----------|-------------|----------|------|---------|
|     |           |             |          |      |         |
|     |           |             |          |      |         |
|     |           |             |          |      |         |

Purpose / Remarks: \_\_\_\_\_

\_\_\_\_\_  
Prepared By

\_\_\_\_\_  
Checked By

\_\_\_\_\_  
Received By