

Outbound Logistics Delivery Order Form

Delivery Order No.

Date

Reference No.

Recipient / Customer Name

Delivery Address

Contact Person & Phone

Delivery Details

No.	Item Code	Description	Unit	Qty Ordered	Qty Delivered	Remarks

Vehicle Number

Driver Name

Dispatch Date & Time

Remarks

Prepared By

Name & Signature
Checked By

Name & Signature
Approved By

Name & Signature
Received By

Name & Signature