

Outbound Logistics Order Fulfillment Checklist Form

Order Number

Enter Order Number

Shipment Date

Customer Name

Enter Customer Name

Destination Address

Enter Destination

Carrier / Transporter

Enter Carrier Name

Packed Items

SKU / Item Code	Description	Quantity	Unit	Packed (☐)
<div>SKU</div>	<div>Description</div>	<div></div>	<div>Unit</div>	<div>☐</div>
<div>SKU</div>	<div>Description</div>	<div></div>	<div>Unit</div>	<div>☐</div>
<div>SKU</div>	<div>Description</div>	<div></div>	<div>Unit</div>	<div>☐</div>

Order Fulfillment Checklist

☐

Picklist Prepared

☐

Items Picked

☐

Items Double-Checked

☐

Items Packed, Sealed & Labeled

☐

Shipping Documents Included



Shipment Dispatched

Additional Remarks

Enter any remarks

Prepared By (Name & Signature)

Checked By (Name & Signature)

Date