

# 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 (âœ")
SKU	Description		Unit	<input type="checkbox"/>
SKU	Description		Unit	<input type="checkbox"/>
SKU	Description		Unit	<input type="checkbox"/>

## Order Fulfillment Checklist

Picklist Prepared

Items Picked

Items Double-Checked

Items Packed, Sealed & Labeled

Shipping Documents Included



Shipment Dispatched

Additional Remarks

Enter any remarks

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Prepared By (Name & Signature)

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Checked By (Name & Signature)

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Date