

Packing List

Template

Streamline your documents and create structured list layouts with our Packing List Template!



Austin Packaging, Inc.
4245 Spring Street, Chestnut, IL 62518
Tel: (512) 555-1234 | support@austinpackaging.com

Packing List

Date: July 26, 2023
Packing List #: PL-2023-0726-001
Invoice #: INV-2023-0726-5678

Ship To:
Emily Saunders
Butler High School
3911 West Drive, Chicago, IL 60606
Tel: 222 443 8723

ITEM NUMBER	DESCRIPTION	QUANTITY	UNIT TYPE
001	AP Notebook (100 pages)	200	Pieces
002	AP Blue Ballpoint Pen	200	Pieces
003	AP No.2 Pencil	300	Pieces
004	AP Eraser (White)	300	Pieces

Additional Notes:

- Ensure all items are packed securely to prevent damage during transit.
- Check for quality control stickers on each product before shipping.
- Refer any damaged goods to the warehouse supervisor for immediate replacement.

For Returns or Queries, Contact:
Customer Service: (512) 555-2345
Email: returns@austinpackaging.com

Thank you for choosing Austin Packaging, Inc. Safe travels to our products!

[Signature Space]
Grant Summers, Warehouse Manager

August 23, 2058

Austin Packaging, Inc. — Dedicated to Quality, Integrity, and Customer Satisfaction.