# My Company name

My company slogan

Insert Your Logo

# Delivery Note

| | |
|---|---|
| Order Date | September 6, 2013 |
| Order # | [123456] |
| Delivery Note # | [100] |
| Customer ID | [ABC12345] |
| Despatch Date | September 6, 2013 |
| Delivey Method | [UPS] |

**Shipping Address**

[Name]
[Company Name]
[Street Address]
[City, ST ZIP Code]
[Phone]

**Invoice Address**

[Name]
[Company Name]
[Street Address]
[City, ST ZIP Code]
[Phone]

| Item # | Description | Ordered | Delivered | Outstanding |
|---|---|---|---|---|
| 55145 | Product 1 | 12 | 12 | 0 |
| 55155 | Product 2 | 5 | 5 | 0 |
| | | | | 0 |
| | | | | 0 |
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Notice must be given to us of any goods not received within 10 days taken from the date of despatch stated on invoice.
Any Shortage or damage must be notified within 72 hours of receipt of goods.
Complaints can only be accepted if made in writing within 30 days of receipt of goods.
No goods may be returned without prior authorisation from company

**Thank you for your business!**

Should you have any enquiries concerning this delivery note, please contact John Doe on 0-000-000-0000

111 Street, Town/City, County, ST, 00000
Tel: 0-000-000-0000 Fax: 0-000-000-0000 E-mail: info@yourcompanysite.com Web: www.yourcompanysite.com