

DELIVERY ORDER

DO-2024-00789

SUPPLIER INFORMATION

Company Name: TechSupply International Pte Ltd
Address: 123 Technology Park, #05-67
Singapore 638589
Contact Person: Mr. David Tan
Phone: +65 6234 5678
Email: sales@techsupply.com.sg

DELIVERY INFORMATION

Deliver To: ABC Company Warehouse
Address: 456 Industrial Road, #01-23
Singapore 629234
Delivery Date: 07 February 2024
Expected Time: 10:00 AM - 12:00 PM
Contact Person: Ms. Sarah Lim (Warehouse Manager)
Phone: +65 6345 6789

ITEMS TO BE DELIVERED

Item No.	Item Description	Model/Specification	Quantity	Unit	Remarks
1	Business Laptop	Dell Latitude 5540 15.6" FHD Display Intel i7-1355U 16GB RAM, 512GB SSD	2	units	New sealed With warranty

TOTAL QUANTITY: 2 units

SPECIAL INSTRUCTIONS:

- Items must be delivered in original sealed packaging
- Verify serial numbers upon delivery
- Check for any physical damage before acceptance
- Delivery must be made during warehouse operating hours (9:00 AM - 5:00 PM)
- Driver must present this Delivery Order to warehouse personnel

This is a computer-generated document and is valid without signature
Supplier Signature & Stamp Generated on: 07 February 2026 at 10:30 AM **Received By (Warehouse)**
Name: _____ Name: _____
Date: 07/02/2026 Date: _____