

DELIVERY NOTE

Delivery Note is essential to ensure the error-free deliveries. It acts as an evidence of the receipt of goods by the customer. Typically, the seller sends the order details published on the delivery note to the customer at the time of dispatch. The customer verifies the consignment content with the delivery note, if the entries do not match the order contents then the delivery can be rejected. The delivery note also shows the record of outstanding that is remaining from the order.

Delivery Note is a confirmation document that the order was successfully delivered and the order contents are not damaged. It needs to be signed by an authorized person, at the buyer end. If the packaged contents don't match with the delivery note details then the buyer can choose to reject the delivery.

Delivery Note also has sections to populate the company details and the logo. The Company address automatically populates to the delivery note. A few other fields that needs to be entered are:

- **Order Date** - Here you can enter the date on which the order was placed
- **Order** - Here you can specify a number to the order this helps to track the order in later stages
- **Delivery Note** - Here you can enter the number of the delivery note that is being dispatched
- **Customer ID** - Here we can enter the customer's unique ID
- **Dispatch Date** - This is the date when dispatch is scheduled.
- **Delivery Method** - Here you can specify the mode of delivery that is being used to dispatch the consignment like courier, cargo, etc.
- **Shipping Address** - Enter the address where the order needs to be delivered
- **Invoice Address** - Enter the address where the bill needs to be sent or dispatched. This address can be different from the shipping address

After entering the details mentioned above you can record the delivery details which includes item number, description, number of items ordered, number of items delivered and any outstanding if there. The bottom of the note displays the sellers company address along with a statutory note that you can modify as per your own company rule. You can also send a PDF version of delivery note to your clients.

We recommend you not to change or delete the pre-defined formulas of the template. By doing so the entire template would get altered as the various fields have interconnected formulas and the results in such a scenario would be doubtful.

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