

Logistics Delivery Order Form

Company Name:

Address:

Phone:

Email:

Delivery Order Details

- **Delivery Order Number:**
- **Order Date:**
- **Expected Delivery Date:**

Sender Details

- **Sender Name:**
- **Sender Contact Number:**
- **Pickup Location:**
- **Sender Email:**

Receiver Details

- **Receiver Name:**
- **Contact Number:**
- **Delivery Address:**
- **Email Address:**

Shipment Details

Item No.	Description	Weight (kg)	Quantity	Total
1				

2				
Total Amount:				

Payment Details

- **Payment Method:** (Cash/Invoice/Online Transfer)
- **Amount Paid:**
- **Balance Due:**

Special Instructions

- **Delivery Priority:** (Standard/Express)
- **Additional Notes:**

Confirmation

- **Prepared By:**
(Name & Signature)
- **Approved By:**
(Name & Signature)
- **Receiver Acknowledgment:**
(Signature upon delivery)