PACKING SLIP

GIFT ORDER

EDITABLE TEMPLATE - REPLACE ALL BRACKETED FIELDS

Shipment record	Ship from / help contact
[Order number] | [Unique slip number] [Ship date] | [Shipment number]	[Store / warehouse] [Return or business address] [Help email or returns URL]
Deliver to	Order and parcel notes
[Recipient name] [Delivery address] [City / region / postal code / country]	[Customer-safe note] [Tracking reference, if useful]

ITEMS IN THIS PARCEL

SKU	Item / variant	Ordered	Prior shipped	This parcel	Canceled	Still due
[SKU]	[Description / option]	[qty]	[qty]	[qty]	[qty]	[qty]
[SKU]	[Description / option]	[qty]	[qty]	[qty]	[qty]	[qty]
[SKU]	[Description / option]	[qty]	[qty]	[qty]	[qty]	[qty]
[SKU]	[Description / option]	[qty]	[qty]	[qty]	[qty]	[qty]

Still due = ordered - previously shipped - this parcel - canceled. A negative result needs correction; never hide it as zero.

GIFT MESSAGE

[Message or shipment-specific note. Do not include payment details or private warehouse comments.]

Packed by: [Initials, if your policy permits] Checked: [ ] quantities [ ] variant [ ] address [ ] insert

This packing slip describes parcel contents. It is not an invoice, payment receipt, shipping label or customs declaration.