Shipment Preparation Checklist

Print and mark each completed item.

Reference / Date: _____

- ☐ Product description and quantity recorded
- ☐ Package count and dimensions checked
- ☐ Net and gross weights checked
- ☐ Collection address and contact confirmed
- ☐ Delivery address and contact confirmed
- ☐ Ready date confirmed
- ☐ Handling and stackability recorded
- ☐ Packing list and invoice details compared
- ☐ Product-specific document needs checked with the responsible party
- ☐ Outstanding items assigned before collection

Notes / Actions

_____

_____

_____

Preparation aid; confirm requirements for the specific shipment.

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