Shipment Preparation Checklist

Illustrative example • fictional shipment

Reference / Date: DEMO-001 / 12.10.2026

- [x] Product description and quantity recorded
- [x] Package count and dimensions checked
- [x] Net and gross weights checked
- [ ] Collection address and contact confirmed
- [ ] Delivery address and contact confirmed
- [x] Ready date confirmed
- [x] 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

Confirm full addresses and remaining documents before collection.

Preparation aid; confirm requirements for the specific shipment.

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