

ALSTFPAC4D-: FREIGHT, PACKING LIST, A4, self-copying x 3

A packinglist gives detailed information about the content of a specific box.

This form consists of a pad of 3 self-copying coloured sheets. For each box, the Shipper completes the form and keeps the PINK sheet (copy for Shipper). Both the GREEN and LIGHT BLUE sheet go to the Consignee. The GREEN copy goes inside the box. The LIGHT BLUE copy is attached, in a sealed envelope, to the Waybill.

Please fill in the form using the following instructions. The form is divided in 2 sections:

I. GENERAL INFORMATION AND REFERENCES

- **Page:** indicate page number / total number of pages.
- **Waybill n°:** reference to the accompanying waybill.

II. TABEL

- **Box:** identification number of box.
- **Item:** sequential number for each type of article in the box.
- **Description:** description of goods.
- **Qty:** quantity.
- **Order reference:** specifies the original order and item nr of each article.
- **Remarks:** all remarks.

Example of a detailed packing list for one box. The order reference column gives details of the original project order and item number. For example, A4 paper was item 1 on order 99/004.

Box	Item	Description	Qty	Order reference	Remarks
4	1	Reams of A4 paper	3	99/004, item 1	
	2	MSF tape, roll	5	99/004, item 2	
	3	Bic pen, red	100	99/004, item 4	
	4	Envelopes, without logo	150	99/004, item 5	
	5	Binder A4	5	99/004, item 7	

See backside instructions on the Waybill to find out how the Packing list links to the Waybill.