THE SHOPIFY TOOLKIT

Packing Slip Template





THE SHOPIFY TOOLKIT: PACKING SLIP TEMPLATE

INSTRUCTIONS

Customize this template by adding your logo and editing the fields that will stay the same for all orders, such as your business name, the return address, and the thank-you message. Save a copy for future use.

For each order, add the relevant order details, including the order number, shipping address, and items in the order. Print the packing slip to use it as a checklist when packing the order, and then include it in the package for the customer’s reference.

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 PACKING SLIP

[your business]

[business website]

[business phone number]

[business street address]

[business city, state, ZIP, and country]

|  |  |
| --- | --- |
| **BILL TO:** | **SHIP TO:** |
| [name]  [phone number]  [street address]  [city, state, ZIP, and country] | [name]  [phone number]  [street address]  [city, state, ZIP, and country] |

|  |  |  |  |
| --- | --- | --- | --- |
| **ORDER NUMBER** | **ORDER DATE** | **SHIPPING METHOD** | **TRACKING NUMBER** |
| [order number] | [order date] | [carrier and method] | [tracking number] |

|  |  |  |  |
| --- | --- | --- | --- |
| **ITEM NUMBER** | **DESCRIPTION** | **QUANTITY** | **PRICE** |
| [1234] | [product description] | [1] | [$] |
| [1234] | [product description] | [1] | [$] |
| [1234] | [product description] | [1] | [$] |
| [1234] | [product description] | [1] | [$] |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | **TOTAL:** |  |  |

**NOTES:**

Thank you for your business!

