

DELIVERY ORDER

ATTN / TO :	OUR REF. :
ADDRESS / SHIP TO :	YOUR REF. :
DESCRIPTION :	PAGE NO. :
	DATE :
	D.O NO. :
	INVOICE REF :

NO.	DESCRIPTION	PART NO.	SERIAL NO.	QTY	REMARKS

ATTACHED FOLLOWING :

- CERTIFICATE (LOG CARD & UNSERVICEABLE LABEL)
- MANUALS
- OTHERS

Package :

L W H

Dimension (CM): () x () x ()

Weight (KG) :

SENDER SIGNATURE :
 SENDER NAME :
 DATE :

CONFIRMING RECEIPT OF MERCHANDISE IN GOOD ORDER AND CONDITION

Note :

Any discrepancies and/or claims must be lodged with Galaxy Aerospace (M) Sdn Bhd within 7 days upon date of received. Regretfully claims made after 7 days will not be entertained.

RECEIVER STATEMENT :

Confirming receipt of the above stated items / documents in good order and condition.

Sign & Name :
 Position :
 ID / Passport :
 Date :

GAM/E -086 DELIVERY ORDER INSTRUCTIONS

ATTN / TO	Insert name of the receiver.
OUR REF.	Insert the sender reference that issued the delivery order if available, generate by Warehouse if not put N/A.
YOUR REF.	Insert the receiver reference that receive the delivery order if available, if not put N/A.
ADDRESS / SHIP TO	Insert address of the receiver.
DESCRIPTION	Insert description or purpose of delivery order creation.
PAGE NO.	Insert the number of pages.
DATE	Insert the creation date of the note.
INVOICE REF	Insert invoice reference if available, if not put N/A.
D.O NO.	<p>Insert the Delivery Note control number in format GAM/DO/YY/XXX</p> <p>GAM - Galaxy Aerospace (M) Sdn Bhd. DO - Document type. YY - Year of delivery order issued. XXX - Control number issue by Warehouse in sequence.</p> <p>Example : GAM/DO/24/123.</p>
NO.	Insert the number of line item.
DESCRIPTION	Insert the name of an item.
PART NO.	Insert the Part Number of an item.
SERIAL NO.	Insert the Serial Number of an item.
QTY	Insert quantity of an item.
REMARKS	Insert any remarks for reference.
ATTACHED FOLLOWING :	Mark ✓ on the relevant section if the specified documents are attached together.
PACKAGE	<p>Insert the type of package such as :</p> <p>a) BOX. - A rigid, usually rectangular container, often made of cardboard or corrugated fibreboard, used for storing or shipping goods. Examples: Cardboard box, Corrugated box.</p> <p>b) ENVELOPE. - A flat, usually rectangular or square paper container used to enclose documents or small, flat items. Examples: Padded envelope, Manila envelope.</p> <p>c) TUBE. - A cylindrical container used for shipping rolled documents, posters, or other items that need to stay flat and uncreased. Examples: Mailing tube, Poster tube, item use tube box/container.</p>

	<p>d) CRATE. - A large, strong container made of wood, plastic, or metal, used for transporting or storing heavy or bulky items. Examples: Wooden crate, Plastic crate,</p> <p>e) BAG. - A flexible container with an opening at the top, used for carrying goods. Examples: Poly mailer bag, Jute bag</p> <p>f) PALLET. - A flat transport structure that supports goods in a stable manner while being lifted by a forklift, pallet jack, or other jacking device. Examples: Wooden pallet, Plastic pallet</p> <p>g) CONTAINER. - A large, reusable transport and storage unit for freight that can be moved between different modes of transport without unloading and reloading. Examples: Shipping container, Cargo container</p> <p>h) DRUM. - A cylindrical container used for shipping and storing bulk goods, often liquids or powders. Examples: Steel drum, Plastic drum.</p>
DIMENSION (CM)	Insert dimension of the package. Length X Width X Height in Centimetre.
WEIGHT (KG)	Insert the weight of the package in Kilogram.
RECEIVER STATEMENT	
SIGN & NAME	Insert sign and name of receiver.
POSITION	Insert the position of receiver.
ID / PASSPORT	Insert ID or Passport of receiver.
DATE	Insert date of delivery note received.
DN NUMBER	Insert the delivery number.