Shipping Log

Note: All materials shipped are to be documented in this log.

Date & Time Shipped	Customer & PO#	Transport Company	Item #(s) on outgoing product(s)	Do PO and item tags match?	Vehicle & Product Inspection		Status of shipment Partial/ Complete?	Shipper Initials
					Are floors clean & dry? Container free of evidence of insects & rodents? Free from odours?	Is product packaging clean, dry, and intact?		

Use back side of form to record any deviations and corrective actions.