

# DIXANI - WAREHOUSE PACKING LIST

Packed item, carton/package and shipment verification

|                  |  |              |  |                       |  |                      |  |               |  |
|------------------|--|--------------|--|-----------------------|--|----------------------|--|---------------|--|
| Packing List No. |  | Packing Date |  | Order / Shipment Ref. |  | Customer / Consignee |  | Destination   |  |
| Packed By        |  | Checked By   |  | Carrier / Courier     |  | Tracking / AWB       |  | Dispatch Date |  |

| # | SKU / Item | Description | UOM | Picked | Packed | Diff. | Carton / Package | Units / Pkg | Batch / Lot | Net kg | Gross kg | L cm | W cm | H cm | CBM | Status | Remarks |
|---|------------|-------------|-----|--------|--------|-------|------------------|-------------|-------------|--------|----------|------|------|------|-----|--------|---------|
| 1 |            |             |     |        |        |       |                  |             |             |        |          |      |      |      |     |        |         |
| 2 |            |             |     |        |        |       |                  |             |             |        |          |      |      |      |     |        |         |
| 3 |            |             |     |        |        |       |                  |             |             |        |          |      |      |      |     |        |         |
| 4 |            |             |     |        |        |       |                  |             |             |        |          |      |      |      |     |        |         |
| 5 |            |             |     |        |        |       |                  |             |             |        |          |      |      |      |     |        |         |
| 6 |            |             |     |        |        |       |                  |             |             |        |          |      |      |      |     |        |         |
| 7 |            |             |     |        |        |       |                  |             |             |        |          |      |      |      |     |        |         |
| 8 |            |             |     |        |        |       |                  |             |             |        |          |      |      |      |     |        |         |
| 9 |            |             |     |        |        |       |                  |             |             |        |          |      |      |      |     |        |         |

|                       |                |                      |                |                    |                |                       |                |
|-----------------------|----------------|----------------------|----------------|--------------------|----------------|-----------------------|----------------|
| Order / pick verified | Yes / No / N/A | Correct items packed | Yes / No / N/A | Qty verified       | Yes / No / N/A | Carton labels applied | Yes / No / N/A |
| Weight verified       | Yes / No / N/A | Dimensions verified  | Yes / No / N/A | Documents included | Yes / No / N/A | Ready for dispatch    | Yes / No / N/A |

GENERAL PACKING REMARKS / SHORTAGE, DAMAGE OR PACKAGING EXCEPTION DETAILS

| Packed By               | Checked By              | Dispatch Handover       | Approved By             |
|-------------------------|-------------------------|-------------------------|-------------------------|
| Name / Signature: _____ | Name / Signature: _____ | Name / Signature: _____ | Name / Signature: _____ |
| Date / Time: _____      | Date / Time: _____      | Date / Time: _____      | Date / Time: _____      |

Operational template only. Adapt packing, labeling, weight, shipment and dispatch controls to your organization's procedures.