



OrderWise Despatch Standard Layouts (Matrix Item)

Version 20.11

These are the standard Despatch related layouts within OrderWise Business Management software. This is not an exhaustive list but are the typical layouts used within this area of the software. If you require different information to be displayed or have specific branding that is required for your layouts, you should discuss these requirements with your Business Consultant or Project Manager.

The examples included are:

- Confirmed Packing List
- Delivery Note
- Delivery Note Copy
- Summary Picking Note

Your company logo and contact details will replace the Airbox details shown on these examples.

If you require different information or designs than the example included or require specific layout documents that are not included in these examples then please contact us to discuss this.

Air Box

Newton Court
123 Saxilby Road
Saxilby
Lincolnshire
LN1 2LR
01522345678
www.airbox.co.uk
contact@airbox.co.uk



Delivery Address

Builder's Mate Merchants
17 Southfields Road
Eastbourne
East Sussex
BN21 1BU
England

Customer Name & Address

Builder's Mate Merchants
17 Southfields Road
Eastbourne
East Sussex
BN21 1BU
England

CONFIRMED PACKING LIST

FAO:	Fred Smith
Your Acc No:	BMM261
Delivery Date:	27/08/2020
Delivery No:	4187
Delivery Method	
Royal Mail - 3-5 Days	

Parcel 1

Order No: 2904

Matrix Product

Plain	XS	S	M	L	XL
Red		3			
Green					5

Parcel 2

Order No: 2904

Matrix Product

Plain	XS	S	M	L	XL
Red	3				
Yellow			3	3	

Air Box

Newton Court
123 Saxilby Road
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Delivery Address Builder's Mate Merchants 17 Southfields Road Eastbourne East Sussex BN21 1BU England	Customer Name & Address Builder's Mate Merchants 17 Southfields Road Eastbourne East Sussex BN21 1BU England	DELIVERY NOTE FAO: Fred Smith Your Acc No: BMM261 Delivery Date: 27/08/2020 Delivery No: 4187 Delivery Method Royal Mail - 3-5 Days
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Order No: 2904

Cust Name: Builder's Mate Merchants

Acc No: BMM261

Matrix Product

Plain	XS	S	M	L	XL
Red	3	3			
Yellow			3	3	
Green					5

Special Instructions
Reception bell is broken, so knock loudly if doors are closed.

Consignment no: GB 297 017 B5
Courier: Royal Mail
Total weight: 8.500

Air Box

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DELIVERY NOTE COPY

FAO: Fred Smith
Your Acc No: BMM261
Delivery Date: 27/08/2020
Delivery No: 4187
Delivery Method
Royal Mail - 3-5 Days

Order No: 2904

Cust Name: Builder's Mate Merchants

Acc No: BMM261

Matrix Product

Plain	XS	S	M	L	XL
Red	3	3			
Yellow			3	3	
Green					5

Special Instructions

Reception bell is broken, so knock loudly if doors are closed.

Consignment no: GB 297 017 B5
Courier: Royal Mail
Total weight: 8.500 Kg

Summary Picking Note

Order No: 2904
Cust Order Ref: MATRIXP
Del Method: Royal Mail - 3-5 Days
Date Required: 29/08/2020

Cust Acc No: BMM261
Delivery Contact: Fred Smith
Delivery Address: Builder's Mate Merchants
17 Southfields Road
Eastbourne
East Sussex
BN21 1BU
England

Matrix Product

Plain	XS	S	M	L	XL
Red	3	3			
Yellow			3	3	
Green					5

Total Qty 17 **Total Weight** 8.500

Special Instructions

Reception bell is broken, so knock loudly if doors are closed.