



**Workplace Stationery**  
Shop 5, 1020 Main Street  
Smithfield, 2000

Telephone: (212) 555-5000  
Facsimile: (212) 555-5001  
Email: [Info@workplacestationery.com](mailto:Info@workplacestationery.com)  
Internet: [www.workplacestationery.com](http://www.workplacestationery.com)  
Business Number: 2000-9999

## Packing Slip (File Copy)

**Deliver to:**

**Andy Carroll**  
c/o Andy's Plumbing  
1203 Main Street  
Lakeview  
3000

**Invoice to:**

**Andy's Plumbing**  
P.O. Box 9621  
Lakeview  
3000

Date	Account No.	Your Ref.	Our Ref.	Delivery Instructions	Invoice No.
08/05/05	AC80048AP	PO 00127	WS06754X	DEF Couriers - 10kg Local	004562

Qty	Part	Description
1	W74-19562	Carbonless Books
1	W74-39611	Super Glue & All-Purpose Adhesive
1	W74-77983	Transparent Office Tape
2	W74-33865	Micro Roller Delux Pens
1	W74-66210	Metal Black Grip Ball Pen - Blue
1	W74-32149	Uni-Ball Eye Pen - Assorted 5 Pack
1	W74-97666	500 Sheet Premium Copy/Laser Office Pap
1	W74-83120	Ergonomic Self Inking Custom Stamps

**Packed by:** Vera Harvey      **Date:** 08/07/04      **Time:** 12:34

**Note: This is a packing slip only. Your invoice will be mailed separately**

Contact Vera Harvey on (555)555-5001 if you have any questions.

Workplace Stationery retains ownership of all goods until payment is received and cleared.

### Terms and condition of sale

Workplace Stationery offers a 7 day return policy on all unopened products(s) except those that are specifically marked as "No Return". Workplace Stationery also offer a 7 day return policy on all "Damaged in Transit" products.

Opening a product's packaging indicates that you have accepted the goods. Before opening:

- (1) Ensure there is no sign that the goods have been damaged in transit
- (2) Ensure that the goods match those described on this Packing Slip
- (3) Ensure that the quantity matches the Packing Slip