

Express Delivery Order

Order Number

e.g., EXP12345

Date

Reference

Internal Reference

Sender Details

Sender Name Address Phone

Recipient Details

Recipient Name Address Phone

Package Information

Description	Weight (kg)	Dimensions (cm)	Quantity	Value
e.g., Box of Electronics	e.g., 5	e.g., 40x30x20	e.g., 2	e.g., \$500

Shipping Method

e.g., Next Day Air

Expected Delivery

Special Instructions

e.g., Handle with care

Additional Notes

Comments / Notes

Sender Signature

Courier Signature

Recipient Signature