Barebones Release Order Template

Release Order Number:

_____

Date:

_____

Prepared By:

_____

Release Details

Client / Department:

_____

Project / Reference:

_____

Items to Release

Item Description	Quantity	Unit	Remarks
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Approval

Released By:

_____

Received By:

_____

Approved By:

_____