**(BUSINESS NAME)**

**ORDER CONTROL SHEET**

|  |
| --- |
| Order recipient: |
| Date:  | Time: | Order No.: |
| Customer name: | Mobile: |
| ID number: | Phone: |
| Full Address: (Main street, house #, secondary street, reference)  |
| **Delivery arrangements** | Customer pick up |  | Home delivery |  |
| Agreed delivery date: | Agreed delivery time: |
| N° | Product  | Quantity | Price | Total | Product availability: (Yes/No) |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
| 8 |  |  |  |  |  |
| 9 |  |  |  |  |  |
| 10 |  |  |  |  |  |
| 11 |  |  |  |  |  |
| 12 |  |  |  |  |  |
| 13 |  |  |  |  |  |
| Total value of products: |  |
| Delivery cost: (If any, calculate the cost of packaging and transportation) | Total value: (Including delivery cost) |
| Delivered by: (Name and signature) | Received by: (Name and signature) |
| Actual delivery date: | Actual delivery time: |

**Recommendations:**

* When the order is delivered, attach the respective invoice/receipt to this document.
* It is not essential for the customer to sign the order control sheet for safety reasons; some people will not want to use third-party pens. Alternatively, you can propose a photo be taken with the order or that WhatsApp be used to send a voice note or message confirming that the customer received the product.