Delivery note for

letters and direct mail

Please complete, attach and send to: **dao18@dao.as**

dao18

Sender/customer

Customer/corporate name:	Contact person/customer:
Address:	Product no:
Zip code:	Product name:
City:	Reference/PO.no:

Printshop

Printing:	Date of delivery:
Contact person:	TIme of delivery:
Contact number:	Place of delivery:

Delivery service (mark one option)

Priority		Express		Business		Direct Mail	

Issues (printshop must complete this section)

Job/task number.	Format	Weight range in grams	Units
	Select format	Select weight	
	Select format	Select weight	
	Select format	Select weight	
	Select format	Select weight	
	Select format	Select weight	
	Select format	Select weight	
	Select format	Select weight	
	Select format	Select weight	
	Select format	Select weight	
	Select format	Select weight	
	Select format	Select weight	
	Select format	Select weight	
		Total	0

International delivery

	Antal
Amount of items to be distributed abroad (incl. Greenland and the Faroe Island)	

Box/pallets information

No. of boxes	
No. of pallets	

Senders signature

Date and signature

Comments:

Control performed by (To be completed by dao)

Name / initials

Date and signature

dao