


LOGO INSTRUCTIONS

- 1) Open document in Adobe Acrobat.
- 2) Right click the toolbar & select "Advanced Editing".
- 3) Click  icon in advanced editing toolbar.
- 4) Right click document & select "Place Image".
- 5) Choose image file & press "OK".
- 6) Drag logo here & resize accordingly by dragging the corners of the image.

Logo Goes Here ^

DROP SHIP PACKING SLIP

Date *	Order # *	Batch #	Purchase Order
<i>mm/dd/yy</i>	<i>123456</i>	<i>1/12</i>	<i>123456</i>
Delivery Method *	<i>Regular Ground, Next Day Air, Etc.</i>		
UPS/ FEDEX # *	<i>1234567890</i>		

(Required Fields *)

RETAILER INFO: *

SHIP TO: *

Retailer Name:

Customer Name:

Address:

Address:

Phone #:

Fax #:

Email:

Website:

Retailer's Contact Information

Delivery Address Information

Shipping Notes: *Any special shipping, packaging, or order notes to Tripar.*

Quantity	TP Item #	Item #	Description
<i>1</i>	<i>Tripar's Item Number</i>	<i>Retailer's Item Number if different than Tripar's.</i>	<i>Ornament Tree - Natural Design Silver & Gold</i>

SAMPLE ONLY- FOR INSTRUCTIONAL USE ONLY

Thank you for your order!

If you have any questions with this shipment, please notify us within 7 days of receiving your items.
 Please keep in mind that if you ordered more than one item, your order may ship from several different locations.
PLEASE DO NOT RETURN ANY MERCHANDISE WITHOUT FIRST CONTACTING US FOR RETURN AUTHORIZATION.

Order Notes: *Any special note to your customer.*

