**(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.