**(BUSINESS NAME)**

**ORDER CONTROL SHEET**

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| --- |
| Order recipient: |
| Date:  | Time: | Order N°: |
| Customer name: | Mobile Phone: |
| ID number: | Phone: |
| Full address: (Main street, house #, secondary street, reference point)  |
| Delivery method requested by customer (home delivery, curbside pick-up, etc.): | Delivery method used (home delivery, curbside pick-up, etc.): |
| Agreed delivery date: | Agreed delivery time: |
| N° | Product  | Quantity | Unit price | Total ($) | Product available (Yes/No) |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
| 8 |  |  |  |  |  |
| 9 |  |  |  |  |  |
| 10 |  |  |  |  |  |
| 11 |  |  |  |  |  |
| 12 |  |  |  |  |  |
| 13 |  |  |  |  |  |
| Total value of products: |  |
| Delivery cost: (If this applies, calculate the cost of packaging and transportation) | Total order cost: (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 and/or receipt to this document.
* It is not essential for customers to sign documents for safety reasons. Some customers will not want to use third-party pens. In this case, a photo with the products can be taken, or a voice note and/or message can be sent on WhatsApp indicating that products have been received.