

**COMPANY:**

**Physical Address:**

**P.O. BOX:**

**Tel:**

## Instruction Note

Date	PDN/Order No	Truck Number	Name of Depositor/Buyer

SNO	INSTRUCTION	NAME OF RESPONSIBLE CLERK	REMARKS	INSTRUCTORS INITIALS
1	QUALITY GRADING			
2	WEIGHING - OFFLOADING			
3	WEIGHING - LOADING			
4	WEIGHING - EMPTY			
5	TALLY - OFF LOADING			
6	TALLY - LOADING			
7	DOCUMENTS VERIFICATIONS			
6	WAREHOUSE RECEIPT WRITING			

Name of Warehouse Manager.....Signature.....Date.....