DELIVERY ORDER

Pesanan Penghantaran · Malaysia

FROM (your business)
[Business name]
[Address]
[Phone / WhatsApp]
[Business registration no.]

DELIVER TO (customer)
[Customer name]
[Delivery address]
[Attn: contact person]
[Phone / WhatsApp]

DO number	DO-2026-0001
Delivery date	[DD/MM/YYYY]
Your PO number	[Customer's purchase order ref]
Order status	[FULL or PARTIAL — state the balance]

Description	Qty	Unit	Remarks
e.g. Beras Wangi 10kg	40	bag	

Total items _____ units

Delivered by / Dihantar oleh

Name : _____

Lorry: _____

Date : _____

Received in good order by
Diterima dalam keadaan baik oleh

Name : _____

IC / Staff no : _____

Date : _____

Company chop :

Goods remain the property of the seller until paid in full. Please check the goods before signing — claims for shortage or damage must be made on this delivery order at the time of delivery.

Give every delivery order its own number and never reuse one. The DO number is what ties this delivery back to the customer's purchase order and forward to the invoice you raise for it.

Original — Customer | Duplicate — Accounts | Triplicate — Driver

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English – Bahasa Melayu

Delivery order labels · for a bilingual pad

English	Bahasa Melayu
Delivery order	**Pesanan Penghantaran**
Delivery order number	**Nombor pesanan penghantaran**
Date	**Tarikh**
Deliver to	**Hantar kepada**
Description of goods	**Keterangan barang**
Quantity	**Kuantiti**
Unit	**Unit**
Remarks	**Catatan**
Delivered by	**Dihantar oleh**
Received in good order by	**Diterima dalam keadaan baik oleh**
Signature	**Tandatangan**
Company chop	**Cop syarikat**
Partial delivery	**Penghantaran sebahagian**
Balance to follow	**Baki akan menyusul**
Goods remain our property until paid	**Barang kekal milik kami sehingga dijelaskan**

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