

Dispatch note

DN-2026-0418 / Northwind equipment services

Deliver to

Northwind Delivery Centre
Receiving desk / Building B
Scheduled delivery: 18 September 2026

Item	Reference	Quantity	Package
Laptop workstation	NW-LT-14	8	Cartons 1-4
USB-C docking station	NW-DK-02	8	Carton 5
27-inch monitor	NW-MN-27	8	Cartons 6-13

Receiving instructions

Check all 13 cartons against this note. Record visible damage before accepting the shipment.

Receipt

Received by: _____ Date: _____

Sample logistics document. Quantities and references are demonstration data.