

Warehouse/Logistics Brief

Give to your warehousing/logistics supplier.



Job title:		Briefing date:
Client:		
PO number:	Agency contact name:	
Agency reference #:	Agency contact number:	

Job instructions:

A detailed description of actions required. This could include picking and packing; warehousing/storage; freighting, etc.

Include shipping address(es) and recipient name and phone number. Attach a separate spreadsheet if your order contains multiple shipping addresses, quantities, and/or multiple items for picking and packing.

If the requirement is warehousing, detail the number of products, boxes and pallets arriving; description of products; date and time of arrival; weight (if known); size dimensions, etc.

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Materials requirements:

Will additional materials be required for the fulfillment?

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Timeline

What are the key time considerations for this brief?

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Request for quote

Is this a quote request? Yes / No

Labour:
Materials:
Freight:
Warehousing:
Admin:
TOTAL: