

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.

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