

**PACKING ORDER**  
 **UNPACKING ORDER**

Order No. \_\_\_\_\_

Date \_\_\_\_\_

A.M.  
P.M.

The following packing is to be done on \_\_\_\_\_ 20 \_\_\_\_\_ at \_\_\_\_\_

Shipper \_\_\_\_\_

Street \_\_\_\_\_ Apt. No. \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

**SPECIAL INSTRUCTIONS TO PACKER**

All lamp shades, fruit, glass tops, chinaware, kitchen utensils, fancy mirrors, bric-a-brac and other fragile items must be packed. If packing will exceed estimate, telephone office before starting. Put "Damaged" Stickers on all pieces damaged prior to packing.

Check here if any other special instructions and list on reverse side.

**INSTRUCTIONS TO UNPACKER**

You are authorized to unpack only those items packed as shown below. Any additional unpacking must be authorized by shipper and must be charged at the tariff rate per hour. If shipment was delivered as a C.O.D., make additional collection from shipper at correct hourly rate for additional hours.

PACKING TO BE DONE			Articles Found Damaged Before Packing [Condition]
MATERIAL	ESTIMATED	PACKED	
Barrels:			1.
Cartons: Less than 1½ cu.ft.			2.
1½ cu.ft.			3.
3 cu.ft.			4.
4½ cu.ft.			5.
6½ cu.ft.			6.
6½ cu.ft. or over			7.
Wardrobe ctn. not less than 10 cu.ft.			8.
Crib Mattress Carton			9.
MATTRESS CARTON REGULAR SIZE (NOT EXCEEDING 54" X 75")			10.
MATTRESS CARTON KING SIZE (EXCEEDING 54" X 75")			11.
MATTRESS COVER			12.
CRATES-SHOW TOTAL CU. FT. CHARGE-ABLE (WHEN CU. FT. RATE APPLIES)			13.
CRATES-WHEN MINIMUM RATE APPLIES			14.
SERVICE REFRIGERATOR MAKE			15.
Extra Labor Hrs.			

Material	Number	
		The articles listed below were found to be damaged when unpacked. These are exclusive of articles listed above at time of packing.
		1.
		2.
		3.
		4.
		5.

The above packing has been done and the above damaged articles are acknowledged.

Shipper \_\_\_\_\_ Packer \_\_\_\_\_  
 By \_\_\_\_\_ Helpers \_\_\_\_\_  
 Date Started \_\_\_\_\_ Time \_\_\_\_\_ A.M. P.M. Date Finished \_\_\_\_\_ Time \_\_\_\_\_ A.M. P.M.

Check here if unpacking included in order **UNPACKING** Amount included in order for unpacking \$ \_\_\_\_\_

**Service Appliance**

Make \_\_\_\_\_ \$ \_\_\_\_\_ Service performed by \_\_\_\_\_

The above unpacking has been done and articles except those listed above are in good condition.

Additional Unpacking \_\_\_\_\_ hrs.@ \_\_\_\_\_ Total \_\_\_\_\_

Shipper or Shipper's Agent \_\_\_\_\_ Delivery Address \_\_\_\_\_

Unpacking by \_\_\_\_\_ Date \_\_\_\_\_