

For goods that are expected to come back — sent on loan, on approval, for a demonstration, on consignment, or away for repair. It is not a sale, so the sheet carries a return-by date and a return record instead.

FROM (YOUR BUSINESS)

[Business name]

[Address]

[Phone / WhatsApp]

[Business registration no.]

CUSTOMER

[Customer name]

[Delivery address]

[Attn: contact person]

[Phone / WhatsApp]

REFERENCE NO.

TDO-2026-0001

DATE OUT

[DD/MM/YYYY]

RETURN BY

[DD/MM/YYYY]

YOUR PO / REF

[Customer reference]

RELEASED BY

[Name]

REASON THE GOODS ARE GOING OUT

☐ On loan

☐ On approval / trial

☐ For demonstration

☐ On consignment

☐ Away for repair

DESCRIPTION OF GOODS	SERIAL / ASSET NO.	QTY	UNIT	CONDITION SENT OUT	REMARKS
e.g. Display chiller, 2-door					
Total units delivered					

RETURN RECORD — COMPLETE WHEN THE GOODS COME BACK

DATE RETURNED	QTY RETURNED	CONDITION ON RETURN	RECEIVED BACK BY	STILL OUT

If any of it is kept rather than returned, raise an invoice for that part and write the invoice number here: _____

DELIVERED BY / DIHANTAR OLEH

Name: _____

Vehicle: _____

Date: _____

RECEIVED IN GOOD ORDER BY / DITERIMA DALAM KEADAAN BAIK OLEH

Name: _____

Signature: _____

Company chop: _____

Date: _____