

Date: 07/17/2004

# Pick List

Order No.: 1248

### Northwind

32 NW 4th St  
Grand Rapids, MN 55744  
Phone: (218) 326-0890 Fax: (218) 326-0984

smrsoftware.com

### Big Island Windows

Mr. Brenda  
73-5576 Kauhola St.  
Kailua-Kona, HI 96740  
Phone: (808) 329-3337

Due Date:

08/19/2004

The Pick List shows you which goods are needed for a particular order, and shows at a glance which items are ready to be processed. To use the pick List, prepare an area for sorting goods. For smaller orders, a box should suffice. For larger orders, you'll need a sorting table. As you retrieve goods listed for this order, place the goods in the box or on the sorting table, and mark the checkbox on this form corresponding to that item as complete. If you are short pieces for any item, denote the number short in both the "Short Pieces" column, and in the size/item's checkbox. When you retrieve and store all the items in a single row, initial that row as completed. Keep the Pick list with the goods to show what portion of this order is ready. You can tape the pick list to the box or post it on a clipboard at the sorting table.

Qty:	Stock #	Description	Short Pieces	Complete (Initials)	
100	1234	<b>9 Oz Heavy Sweats - White</b>			
<b>Adult</b>	XSml: 0	Small: 1 <input type="checkbox"/>	Med: 4 <input type="checkbox"/>	Large: 72 <input type="checkbox"/>	X-Lrg: 23 <input type="checkbox"/>