**All packing slips must include the following information**

1. Vendor name and address
2. Packing slip number and date
3. Corresponding department number
4. Corresponding purchase order number
5. Applicable store abbreviation and number
	1. Neiman Marcus Stores,, Bergdorf Goodman, Last Call and Neiman Marcus Direct must be a 4 digit store number format.  Example:  1001, 1063, 2014 or 7088
6. Supplier Site Number as shown on the purchase order
	1. The Supplier Site number is the Neiman Marcus Group account number
7. Manufacturing Style and description
8. Size description (when ordered by size)
9. Color description (when ordered by color)
10. Quantity shipped
11. Total of quantity shipped by packing slip

|  |  |  |
| --- | --- | --- |
|  |  | PACKING SLIP |

|  |  |
| --- | --- |
|  **(A)**,   | **(B)** Date: August 11, 2017Packing Slip #  |
| BILL TO |  | ship to | **(E)**Store NameStore Abbreviation and # |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| (c) DEPARTMENT | (D) p.o. | cARTONcOUNT |  WEIGHT | (F) Suppier Site# | DELIVERY DATE | due date |
|  |  | 1 |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ITEM # | (G) STYLE | (I, H) COLOR, description | Unit Price | (J)QUANTITY | line total |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| (K) total |  |