

[ORGANISATION NAME]

[Address] [Phone] [Email]

Warehouse Fulfilment Daily Report

WAREHOUSE / ZONE [Enter details]

REPORT DATE [Enter details]

SHIFT LEAD [Enter details]

REPORTING PERIOD [Enter details]

Activity / queue	Opening	Completed	Remaining / action

Exceptions

Short pick / damaged stock / blocked order references: _____

Carrier or equipment delays: _____

Next shift

Priority orders and expected receipts: _____

Report prepared / reviewed by: _____