

Customer
Fill in name and address

Product
Mark the product type. A delivery note may include more titles in the same lot, but only for the same product type.

Add-on, domestic
Mark relevant add-ons

Shipments
For domestic shipments in DK, please provide information about weight, ID number, number of items and total weight at each individual title. For shipments abroad, please provide information about weight, number, service level and format.

Signature
Sign in the white box. You confirm the accuracy of the information with your signature.

The form includes the following sections and fields:

- Customer:** Senders name and address (if by stamping, sheets 2-4 should also be stamped), Name, Address, Zip-code/city, dropoff date (dd-mm-yyyy), dropoff place, Forwarder, Order number, Customer number, Contact phone.
- Product and segmentation:** Product type (SMP Sorted magazine mail, SMP Flatrate Sorted magazine mail), Segmentation (mark w, X, Segmentation).
- Add-on, domestic:** Deviation from yearly volume, Extra handling.
- Shipments:** Table with columns: Title / Domestic magazines, ID number, Weight (grams), Number (Pieces.), Total weight (kg). Includes a 'Total' row and a table for 'Magazines for Faroe Islands, Greenland and abroad' with columns for Weight (grams), Number (pieces), and Format (standard, large, maxi).
- Signature:** Total number of trays, Total number of bundles, Total number of pallets, Shipper's signature, Comments, Customer (for forwarder) signature.
- Only to be used by PostNord:** Kvittering Postcenter (Der tages forbehold for antallet af indleverede forsendelser, indstik kontrol er foretaget), Dato, Underskrift; Indleveringskontrol (Dato og navn); Note til Adræbeovrsek (Vaskelid og Vaskedato).

Consecutive delivery note number
Here you enter a number of your choice. The delivery slip number must be different from previously submitted orders.

Order number
Here you enter the order number you have received from PostNord after submission of the submission plan

Customer number
Here you enter the Customer number. See your contract with PostNord.

After B69 has been filled in

1. If third party takes over production / submission for sender, PostNord only contact third parties in the event of unclarity.
2. Third party fills in B69 and retains copy (first side of the form) with the shipper's signature.
3. Third parties must always send a copy of B69 to the sender and is responsible for informing the sender / customers about possible changes. PostNord sends no copy of B69 in the event that information changes after the shipment has been received