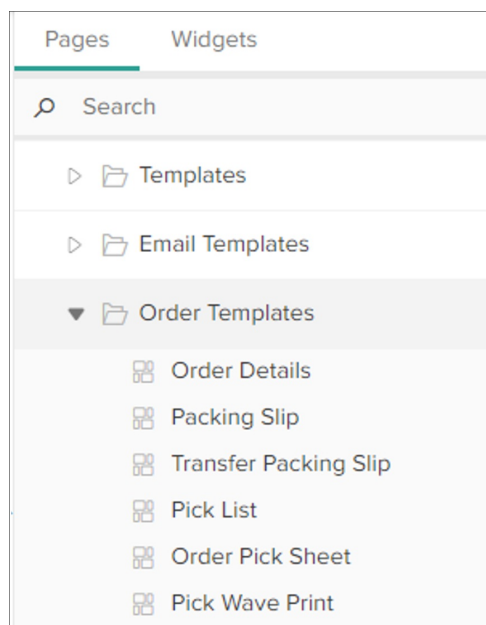# Packing Slips

Packing slip templates are prepared by the Kibo team and added to a site theme to make them available for different order types. They are printed out for STH shipments once picking is complete and inserted into the package.

Packing slips can also be "split" when items of the same shipment are separated into more than one package. See Split Packing Slips for more information.

View Templates

To view the packing slip templates that have been installed on the theme:

1. Go to **Main** > **Content** > **Editor**.
2. Click **Pages** > **Order Templates** in the navigation menu on the right.
3. Click a template to view it on the page. This will show you where all shipment data would be displayed when the slip is printed.

Customize Templates in the Site Theme

Packing slips can only be viewed in the Content Editor, not modified. To modify packing slips, you (or a member of Kibo Professional Services) must edit the template files in your custom theme. This is the same process as customizing email templates, with similar Hypr syntax and the ability to plug API variables into the content. For more detailed instructions about how to edit theme files and Hypr templates, use the Email Customization documentation as a reference.

Examples

Packing slips generally include information about the order and shipment items, contact details for customer service and stores, return instructions, and more. A basic slip is shown below.

Order #**398**
External Order #
Date: June 12, 2020

Bill To:

Ta Ta
350 5TH AVE
NEW YORK, NY 10118-0110
6666666666 (home)
ta_ta1@kibo.com

Ship To:

Ta Ta
350 5TH AVE
NEW YORK, NY 10118-0110
6666666666 (home)
ta_ta1@kibo.com

Payment Method

Credit Card

Shipping Method

FedEx 2Day®

Product Code	Product Name	Quantity	Weight
cp_01	Configurable Product with List Option Number 123	2	1.0 lbs

This is a customized version with a different layout and branding:

MYSTIC
SPORTS

THANK YOU FOR YOUR ORDER

ORDER #: 30205621   DATE: 2018-01-15

SHIP TO:

Mystic Consumer
3500 McHenry Ave
Modesto, CA 95356
US
Phone: 8058058055

BILL TO:

Mystic Consumer
3500 McHenry Ave
Modesto, CA 95356
US
Phone: 8058058055

QTY	ITEM	DESCRIPTION	UNIT PRICE	SUBTOTAL
1	CampCook_001	Dutch Oven - 4 Qt	USD$ 55.00	USD$ 55.00
			ITEMS TOTAL:	USD$ 55.00
			SHIPPING & HANDLING:	USD$ 10.00
			TAX:	USD$ 4.33
			TOTAL:	USD$ 69.33

CUSTOMER SERVICE:

Manufacturers and retailers who participate in the Kibo network are committed to satisfying your needs and providing you with an exceptional online shopping experience.

The fulfiller of your order is ready to provide outstanding technical and order-related service.

FULFILLER CONTACT INFORMATION:

Oakland DC
Phone: 408-950-9509
Email: mysticsports@yopmail.com

480 Ronald Way
Oakland, CA 94621
US

If you have any questions or problems that cannot be addressed by Oakland DC,
please call: (877) 412-7467

RETURN INSTRUCTIONS:

To return any products, you need to obtain a Return number.

To receive a Return number and initiate a return, log into your account using the name and password you created at checkout:

http://www.shopatron.com/account

You have 30 days to return your merchandise. Returned items must be in their original packaging and in new and unused condition. Once you return the merchandise, you can also track your return and refund from your account.

RETURN ADDRESS:

Oakland DC
480 Ronald Way
Oakland, CA 94621
US
Phone: 408-950-9509