

SONOCO Laundry/Material Manifest

CUSTOMER: _____

DATE: _____

LOCATION: _____

STEWARD: _____

OIM, PIC or Authorized Person	
Please Sign Here	
Printed Name Here	

Charge Code(s)	Percent

INVENTORY ON BOARD								
	Flat	Fitted	Pillow Case	Towel	Wash Cloth	Blanket	Hand Towel	Bath Mat
Clean								
On Beds / Issued								
IN BAGS								
TOTALS								

LAUNDRY BEING SENT IN								
Bag Number	Flat	Fitted	Pillow Case	Towel	Wash Cloth	Blanket	Hand Towel	Bath Mat
TOTALS								

MISCELLANEOUS ITEMS			
Quantity	Description of Items	Grocery Box Number	Red Tag Number

Vessel Name: _____

Dock ETA (Day / Date:) _____

Dispatcher Signature: _____

Date: _____

Dispatcher Name: _____