

Section 1 - Customer Order (To be Completed by Admin)

Zeal Order No.			Customer Ref.				
Order Date			Promised Date				
Delivery to			Customer				
			Livery				
Delivery Address / Postcode							
Product Name / Form / Strength	Total Quantity	Price	Price (SUM)	Carriage Price	Marked-Up Price	Marked-Up Price (Sum)	Marked-Up Carriage
Vet Details (if applicable)							
Instalment No: of							
Method of Ordering	Email ☐ Fax ☐ Written ☐			Confirm Order ☐			
Admin Initial		Time		Date			

Section 2 – Special Clinical Need Check (To be Completed by QA)

Ref: The supply of unlicensed medicinal products ("specials") MHRA Guidance Note 14

Confirmed by Customer?	Yes ☐ No ☐	Evidence provided?	Yes ☐ No ☐
If YES	Prescriber's Letter ☐ Audit Trail ☐ Other ☐		
If NO	Customer cannot obtain evidence ☐ Other reason.....		
Due diligence check completed to satisfy an applicable licensed product is unavailable in supply chain: ☐			
.....			
All Documents Checked	☐	Date	QA Initial

Section 3 - Dispensing/Repacking & Final Check (To be Completed by Production & QA)

Product Name	Quantity	Manufacturer/ Supplier	Batch No.	Exp. Date	Technician Initial	Counter Check Initial
Flavour Added if Applicable						
.....						

Production Check: Product quality: ☐, Bottle quality: ☐, Label quality: ☐
Label particulars: No. of labels: _____ No. of Packs: _____

Name: ☐, Form: ☐, Strength: ☐, Qty: ☐ Cautions: ☐
Documentation check: Address: ☐, GN14:☐, Invoice: ☐

Sign: _____ Date: _____

Quality Check: Product quality: ☐, Bottle quality: ☐, Label quality: ☐
Label particulars: No. of labels: _____ No. of Packs: _____

Name: ☐, Form: ☐, Strength: ☐, Qty: ☐ Cautions: ☐
Documentation check: Address: ☐, GN14:☐, Invoice: ☐

Sign: _____ Date: _____

Product Retention Label

Delivery Address Label

Affix label here

Affix label here