

DELIVERY NOTE

Delivery note #: _____

Delivery date: _____

Order / reference #: _____

Sent from

Company: _____

Address: _____

Phone / email: _____

Delivered to

Name / company: _____

Address: _____

Phone / email: _____

Driver name	Vehicle & registration	Time out	Time in

Item description	Code / SKU	Quantity	Packages	Condition on arrival

Notes - damage, shortages, items to follow

Goods received: ☐ In full ☐ In part

Packages delivered: _____

Driver signature: _____

Date: _____

Received by (signature): _____

Print name: _____

Date: _____