[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Delivery Receipt Log

Proving what arrived: supplier, items, quantities, condition, and receiver signature for every delivery.

Document: Delivery Receipt Log Version: 2.0 (redesign)

Prepared by: _____ Owner: _____

Date: _____ Review date: _____

Log owner: _____ Location: _____ Log period: _____

Deliveries

Delivery date	Delivery no.	Expected?	Supplier	Courier / driver

Items and condition

Delivery no.	Item	Ordered	Received	Condition	Damage noted

Receiver signatures

Delivery no.	Received by	Signature	Date

[Company name]

Delivery no.	Received by	Signature	Date

Completion checklist: [ ] Every delivery has a date, number, supplier, and items with quantities.

[ ] Quantities received are checked against quantities ordered on arrival.

[ ] Damage is noted, photographed, and reported to the supplier the same day.