

Delivery Note

Send goods with a note, or check a delivery in properly, with the discrepancy line that settles arguments weeks later.

A delivery note to send with goods, or to fill in on receipt — with space for the discrepancies that are impossible to argue later if nobody wrote them down at the door.

HOW TO USE THIS SHEET

- 1 Check the quantity delivered against the quantity ordered before signing, not afterwards.
- 2 Write damage and shortages on the note itself and have the driver see it.
- 3 Keep a copy. A signed note with nothing in the discrepancy column is hard to contradict.

Delivery note number

Date

Order reference

FROM

Name

Contact

Address

DELIVER TO

Name

Contact

Address

GOODS

Line	Item or code	Description	Ordered	Delivered	Back order	Condition

Line	Item or code	Description	Ordered	Delivered	Back order	Condition

RECEIVED

Discrepancies, damage or shortages noted at the door

Received by (print)	Signature	Date	Time