[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. Add or remove table rows to fit your needs. 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
Prepared by	**[Name and role]**
Owner	**[Name and role]**
Version	2.0 (redesign)
Date	**[DD Month YYYY]**
Review date	**[DD Month YYYY]**

Log owner	**[Log owner]**
Location	**[Location]**
Log period	**[Log period]**

Deliveries

Delivery date	Delivery no.	Expected?	Supplier	Courier / driver

[Company name]

Items and condition

Delivery no.	Item	Ordered	Received	Condition	Damage noted

Receiver signatures

Delivery no.	Received by	Signature	Date

[Company name]

Completion checklist

Done	Check
	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.