Ashford Business Services Ltd

Delivery Receipt Log

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

Document	Delivery Receipt Log
Prepared by	**Sarah Mitchell, Office Manager**
Owner	**David Okafor, Finance Manager**
Version	2.0 (redesign)
Date	**9 November 2026**
Review date	**9 November 2026**

Log owner	Log owner
Location	**Boardroom, 12 Church Street, Birmingham**
Log period	**November 2026**

Deliveries

Delivery date	Delivery no.	Expected?	Supplier	Courier / driver

Ashford Business Services Ltd

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

Ashford Business Services Ltd

Delivery no.	Received by	Signature	Date

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.