[Company name]

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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]

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

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.