Ashford Business Services Ltd

Sales-to-Delivery Handover Form

Handing a won order from sales to delivery cleanly: what was sold, what was promised, delivery information, and signed acceptance.

Document	Sales-to-Delivery Handover Form
Prepared by	Sarah Mitchell, Office Manager
Owner	David Okafor, Finance Manager
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Date	9 November 2026
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Handover header

Field	Entry
Salesperson	Emma Clarke
Delivery lead	Emma Clarke
Client company	Harborne Retail Group Ltd
Client contact	Client contact
Order reference	JOB-1042
Handover date	9 November 2026
Delivery start date	9 November 2026

What was sold

Item / service	Quantity	Agreed specification

Ashford Business Services Ltd

Client commitments and promises

Commitment	Detail agreed	Confirmed

Delivery information

Field	Entry
Delivery address	
Site access notes	
Client contact for delivery days	Client contact
Risks or sensitivities	
Documents attached	

Handover acceptance

Field	Entry
Accepted by (delivery lead)	Emma Clarke
Acceptance date	
Open questions	
Salesperson signature and date	
Delivery lead signature and date	

Completion checklist

	The order reference (JOB-1042) matches the accepted order.
	Every promise made to Harborne Retail Group Ltd is written in the commitments section.
	The delivery lead (Emma Clarke) has signed acceptance of the handover.