

Delivery Note and Proof of Delivery

Delivery record signed on the device: items with quantities and condition, where they were left, photos, exceptions and the name and signature of who received them.

1. Delivery

What is being delivered, to whom.

Project

Filled in from the project in SiteSurvey.

Delivery note number

Customer *

Order or purchase order number

Deliver to *

Delivery address

Date *

Driver

Vehicle registration

Sent from

2. Items

One entry for each line on the order.

Items (copy this block for each one)

Description *

Quantity ordered

Quantity delivered

Condition * (choose one)

☐ Good ☐ Damaged ☐ Short ☐ Wrong item

What is wrong? (if applicable)

Photos (if applicable; photos: attach, or note the file names)

Lines (worked out automatically in the app)

Lines with a problem (worked out automatically in the app)

3. Handover

Where the goods were left and with whom.

Arrival time

Outcome * (choose one)

☐ Handed to a person ☐ Left in an agreed safe place ☐ Could not deliver

Where exactly? (if applicable)

Why not, and what happens next? (if applicable)

Photos of the goods where they were left (photos: attach, or note the file names)

Received (if applicable; choose one)

☐ In good order ☐ With the problems noted above ☐ Refused

Comments from the person receiving (if applicable)

If applicable: Check the goods before signing. Damage or shortages not noted here are harder to claim for later.

Received by (if applicable)

Position (if applicable)

Signature of the person receiving (if applicable)

Driver signature