

Materials Delivery Log

Delivery details and item check

OPTIONAL COMPANY STAMP / LOGO

PROJECT / JOB

SITE ADDRESS

DATE

RECORDED BY

COMPANY

SUPPLIER

CARRIER

ARRIVAL TIME

PURCHASE ORDER / ORDER REFERENCE

DELIVERY DOCKET

1. Items received

ITEM / SPECIFICATION	ORDERED	RECEIVED	BATCH / MODEL	CONDITION

2. Visible condition and document check

- | | | |
|---|--|---------------------------------------|
| ☐ Packaging intact | ☐ Dry / protected | ☐ Labels match |
| ☐ Quantity checked | ☐ Docket retained | ☐ Photos taken |

3. Delivery decision

Select one

Accepted in full

Accepted with exception

Partly rejected

Rejected

Materials Delivery Log

Exceptions, storage and follow-up

OPTIONAL COMPANY STAMP / LOGO

4. Shortage, damage, substitution or other exception

SUPPLIER CONTACTED / PERSON

DATE / TIME

AGREED ACTION / REPLACEMENT / CREDIT REFERENCE

5. Storage and handover

STORAGE LOCATION

RECEIVED / HANDED TO

6. Photo and document references

REFERENCE

TYPE

DESCRIPTION

FINAL FOLLOW-UP / CLOSE-OUT DATE