# [Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

# Delivery Receipt Log

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

**Document:** Delivery Receipt Log  Version: 2.0 (redesign)

**Prepared by:** _____ Owner: _____

**Date:** _____ Review date: _____

**Log owner:** _____ Location: _____ Log period: _____

## Deliveries

| Delivery date | Delivery no. | Expected? | Supplier | Courier / driver |
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## Items and condition

| Delivery no. | Item | Ordered | Received | Condition | Damage noted |
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# [Company name]

**Receiver signatures**

| Delivery no. | Received by | Signature | Date |
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**Completion checklist:** [ ] 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.