Your business name
Logo, ABN, address, phone and email

Delivery Docket

Goods only: no prices on this docket

DOCKET NO.	DATE	JOB NO.

CUSTOMER	CUSTOMER ORDER / PO NO.

Going out by: ☐ Our vehicle ☐ Courier ☐ Customer pick-up

DELIVER TO (OR WHO IS COLLECTING)

SITE CONTACT AND PHONE	SITE NOTES: GATE CODES, ACCESS, WHO TO ASK FOR

Goods

ITEM AND DESCRIPTION	QTY ORDERED	QTY THIS DELIVERY	CHECKED
			☐
			☐
			☐
			☐
			☐
			☐
			☐
			☐

PACKAGES (BOXES, PALLETS)	CARRIER OR DRIVER	CONSIGNMENT NO.

RELEASED BY	PART DELIVERY: STILL TO COME

Received in good order

Please check the goods against this docket before signing. Note any shortage or damage here, at the time of delivery.

SHORTAGES OR DAMAGE

RECEIVED BY (NAME)	SIGNATURE	DATE AND TIME