

# Proof of Delivery / Delivery Receipt

Illustrative demonstration data. This sample is not an actual job record or an export from the app.

|                             |                                             |
|-----------------------------|---------------------------------------------|
| Delivery / order reference  | POD-019 / Demo order PO-1042                |
| Deliver to / location       | Demo receiving team / Demo Warehouse, Bay 2 |
| Driver / sender             | Demo driver A / Demo dispatch team          |
| Date / arrival / completion | 19 Oct 2026 / 10:10 / 10:35                 |

## 01 / WORK RECORD

| Item / unit              | Expected / received | Condition / outcome             |
|--------------------------|---------------------|---------------------------------|
| Boxed supplies / cartons | 10 / 10             | 1 outer carton marked; received |
| Packing rolls / rolls    | 4 / 3               | 1 roll short                    |
| Delivery outcome         | Partial delivery    | Exceptions recorded below       |

## 02 / EVIDENCE AND FOLLOW-UP

|                              |                                                                    |
|------------------------------|--------------------------------------------------------------------|
| Condition / photo references | P01: shipment; P02: marked carton. Demo references only.           |
| Exceptions                   | 1 packing roll short. Outer carton marked; contents to be checked. |
| Follow-up / owner            | Dispatch to arrange missing roll / Demo dispatch team              |
| Recipient notes              | Received quantities recorded above; exceptions remain open.        |

## 03 / SIGN-OFF

| Recipient / received by | Driver / handed over by |
|-------------------------|-------------------------|
| Name: _____             | Name: _____             |
| Signature: _____        | Signature: _____        |
| Date / time: _____      | Date / time: _____      |

Record expected and received quantities separately. Note shortages, damage or refusal before the recipient and driver review and sign.

Photo references are illustrative. Signature fields are intentionally unsigned.

# Proof of Delivery / Delivery Receipt

A reusable reporting form. Adapt the checks and review process to your organisation.

|                             |  |
|-----------------------------|--|
| Delivery / order reference  |  |
| Deliver to / location       |  |
| Driver / sender             |  |
| Date / arrival / completion |  |

## 01 / WORK RECORD

| Item / unit      | Expected / received | Condition / outcome |
|------------------|---------------------|---------------------|
| Item / unit      |                     |                     |
| Item / unit      |                     |                     |
| Delivery outcome |                     |                     |

## 02 / EVIDENCE AND FOLLOW-UP

|                              |  |
|------------------------------|--|
| Condition / photo references |  |
| Shortage / damage / refusal  |  |
| Follow-up / owner / deadline |  |
| Recipient notes              |  |

## 03 / SIGN-OFF

| Recipient / received by | Driver / handed over by |
|-------------------------|-------------------------|
| Name: _____             | Name: _____             |
| Signature: _____        | Signature: _____        |
| Date / time: _____      | Date / time: _____      |

Record expected and received quantities separately. Note shortages, damage or refusal before the recipient and driver review and sign.