Customer copy

DELIVERY NOTE

Tax registration no.

Delivery note no.	Delivery date	Customer order no.	Invoice no. (if issued)
Delivery method	Vehicle no.	Driver	Packages

Customer	Deliver to
Name	Site
Address	Address
Contact	Receiving hours

Sr.	Item code	Description	Unit	Ordered	Delivered	To follow	Packages	Remarks
			Total					

On receipt

Please check the goods against this note before signing. Write any shortage, damage or wrong item in the remarks, on every copy. Signing without a remark confirms the goods arrived complete and in good condition.

Received by: name, signature, date and stamp

Driver

For the supplier, dispatched by