

WEEKLY DELIVERY CHECK SHEET

WEEK COMMENCING-

DAY/DATE	COMPANY	TEMP	CONDITION Temp, damage etc.	COMMENTS Returned, ask for credit note
Monday				
	Ashlyns			
	Essex flour & grain			
	DCS (cleaning etc.)			
Tuesday				
	Ashlyns			
	Essex flour & grain			
	DCS (cleaning etc.)			
Wednesday				
	Ashlyns			
	Essex flour & grain			
	DCS (cleaning etc.)			
Thursday				
	Ashlyns			
	Essex flour & grain			
	DCS (cleaning etc.)			
Friday				
	Ashlyns			
	Essex flour & grain			
	DCS (cleaning etc.)			

All delivery notes should have the vehicle temperature written on them. Check condition of goods, return any faulty goods and record.