

Material Delivery Log Template

DELIVERY INFORMATION

Date	Time	Delivery #	PO Number	Supplier Name	Driver Name	Truck/Trailer #	Contact Phone
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MATERIAL DETAILS

Date	Material Description	Quantity Ordered	Quantity Received	Unit	Unit Price	Total Cost	Condition	Notes
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INSPECTION

Date	Material Description	Inspected By	Inspection Date	Condition Notes	Photos Taken	Storage Location	Protected from Weather
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SIGNATURES

Date	Received By	Date/Time	Driver Signature	Notes
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LEGEND

Condition: Good / Damaged / ...
Protected: Yes / No