

Material Delivery Inspection Record

Check, record and sign off deliveries against the order, with damage and rejection recording. · Free template from SiteAudit — siteaudit.app/templates

PROJECT

ADDRESS

RECEIVED BY

DATE _____

WEEK NO.

[illegible]

Date	Time	Supplier	Delivery ticket no.	Order / PO ref	Material description	Qty ordered	Qty received	Matches spec?	Condition	Damage / shortage detail	Accepted / rejected	Certificates received	Signed

How to use this template

- 1. Check the material against the order and the specification before you sign the ticket, not after the lorry has left.
- 2. Never sign a ticket clean if there is damage or a shortage. Write the detail on the ticket itself and photograph it.
- 3. Collect delivery and test certificates at the point of delivery — chasing them at handover is far harder.
- 4. Record where the material was stored. Damage caused by poor storage after acceptance is yours, so the record protects both sides.