

# Material Delivery Log Template

## DELIVERY INFORMATION

---

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

---

## MATERIAL DETAILS

---

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

---

## INSPECTION

---

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

---

## SIGNATURES

---

Date	Received By	Date/Time	Driver Signature	Notes
------	-------------	-----------	------------------	-------

---

## LEGEND

---

Condition: Good / Damaged / ...

Protected: Yes / No

---