



Proof of Delivery Template

Printable delivery confirmation, receiver acknowledgement and exception record.

DELIVERY INFORMATION

Company / carrier		Load / route number	
Customer / consignee		BOL / reference	
Delivery address		Delivery date	
Driver		Arrival / departure	

DELIVERY CONFIRMATION

Check	Inspection item	Status / notes
☐	Shipment delivered to the intended location	
☐	Piece / pallet count confirmed where applicable	
☐	Receiver signature obtained	
☐	Delivery time recorded	
☐	Shortage, damage or refusal noted on the document	
☐	Supporting photos attached when needed	
☐	Additional receipts attached	
☐	Driver reviewed document image before submission	

QUICK EXCEPTION SUMMARY

Exception type	None / shortage / damage / refusal / other	Quantity affected	
Person contacted		Photos attached	Yes / No



Delivery Exceptions, Signatures and Office Review

Record exception details and complete the document handoff to the office.

EXCEPTION NARRATIVE / INSTRUCTIONS RECEIVED

SUPPORTING PHOTO / DOCUMENT LOG

Item	File / photo description	Time captured	Reviewed
1			[]
2			[]
3			[]
4			[]
5			[]

RECEIVER ACKNOWLEDGEMENT

Receiver printed name		Title / department	
Receiver signature		Date / time	
Driver signature		Date / time	

OFFICE REVIEW

POD readable	Yes / No	All pages received	Yes / No
Exceptions reviewed	Yes / No	Ready for billing	Yes / No
Reviewed by		Review date	

This template is general operational information. Follow customer instructions, company policy, contractual terms and applicable requirements.