SITE survey. APP

SITE SURVEY REPORT

Delivery Damage Report

Prepared for	Office Supplies Direct
Date	8 Oct 2026
Site	Office Supplies Direct
Prepared by	T. Evans

FORM

Delivery Damage Report

1. Delivery

Project	Office Supplies Direct: damaged pedestal delivery (completed example)
Client	Office Supplies Direct
Site	Unit 4, Lakeside
Site address	Lakeside Business Park, Swansea
Delivery date	8 Oct 2026
Time	11:20
Received by	T. Evans, goods in
Carrier	Swift Freight
Consignment or delivery note number	SF-993021
Supplier	Pedestal Co
How the delivery note was signed	Noted as damaged or short

2. Items

Damaged or missing items 1: Steel pedestal, 3 drawer (PED-3)

Item and product code	Steel pedestal, 3 drawer (PED-3)
Quantity affected	4
Issue	Damaged
Value (£)	436

Photos (item, packaging and labels)



Damaged or missing items 2: Pedestal keys (pack)

Item and product code	Pedestal keys (pack)
Quantity affected	1
Issue	Missing
Value (£)	12
Total value affected (£)	448
Outer packaging	Damaged
Goods and packaging kept for inspection?	Yes

3. Notice and claim

Date the carrier was told in writing	8 Oct 2026
Days from delivery to notice	0

> Time limits depend on the contract of carriage. Under the CMR convention (international road carriage), apparent loss or damage is noted at delivery, and damage that is not apparent is reported in writing within 7 days, Sundays and public holidays excepted. Check the carrier's own terms and give written notice straight away.

Date the supplier was told	8 Oct 2026
Claim reference	SF-CLM-1182
Outcome	Open
Completed by	T. Evans

Signature

