SITE survey. APP

SITE SURVEY REPORT

Delivery Note and Proof of Delivery

Prepared for	Lowther Property Services Ltd
Date	25 Sep 2026
Site	Lowther House, Carlisle
Prepared by	B. Hall

FORM

Delivery Note and Proof of Delivery

1. Delivery

Project	Lowther House, Carlisle: office furniture delivery (completed example)
Delivery note number	DN-30588
Customer	Lowther Property Services Ltd
Order or purchase order number	PO-77214
Deliver to	Lowther House, goods in
Delivery address	Lowther House, 8 Abbey Row, Carlisle
Date	25 Sep 2026
Driver	B. Hall
Vehicle registration	Truck 14 (registration on the run sheet)
Sent from	Elmfield Office Supplies, Penrith depot

2. Items

Items 1: Task chair, black mesh

Description	Task chair, black mesh
Quantity ordered	24
Quantity delivered	24
Condition	Good

Items 2: Desk pedestal, 3 drawer, white

Description	Desk pedestal, 3 drawer, white
Quantity ordered	24
Quantity delivered	24
Condition	Damaged
What is wrong?	Two cartons crushed on the corner of the pallet and the wrap torn. Both pedestals inside dented.

Photos



Items 3: Desk, 1600 x 800, white top and frame

Description	Desk, 1600 x 800, white top and frame
Quantity ordered	24
Quantity delivered	20
Condition	Short
What is wrong?	Four desks short. Depot confirms they follow on the next run, 29 September.
Lines	3
Lines with a problem	2

3. Handover

Pallets or packages handed over	6 pallets
Outcome	Handed to a person
Received	With the problems noted above
Comments from the person receiving	Pallets accepted. Two damaged pedestals to be collected and replaced, four desks still to come.
Were the goods checked before signing?	Checked

> Check the goods before signing. Damage or shortages not noted here are harder to claim for later.

Received by	E. Brennan
Position	Facilities assistant

Signature of the person receiving



Time signed	11:05

Driver signature

