

[Your business name]

[Street address]
[Town, postcode]
[Email] · [Phone]

DELIVERY NOTE

Delivery note number: DN-0001
Delivery date: [DD/MM/YYYY]
Order number: [PO-0000]

DELIVER TO
[Deliver to name]
[Address]

Description	Qty	Unit
Oak flooring, 18mm engineered, packs of 1.98 square metres	24	
Underlay, 15 square metre rolls	4	
Door bar thresholds, oak	3	

TO FOLLOW
Scotia beading, 12 lengths: expected [DD/MM/YYYY]

RECEIVED IN GOOD CONDITION
Signature: _____ Name: _____ Date: _____
Damage or shortages: _____