DELIVERY NOTE

Proof of delivery for goods. Not a VAT invoice: no prices or VAT. Yellow cells are inputs; outstanding quantities and totals are formulas.

From:	Example Ltd, 1 High Street, Leeds LS1 1AA	**Delivery note no.:**	DN-2026-0317
Deliver to:	Client Co. Ltd, Unit 4, Quay St, Bristol BS1 4DB	**Dispatch date:**	23 Nov 2026
Contact on site:	J. Morgan, 0117 496 0000	**Customer PO:**	PO-5521

Item code	Description	Unit	Ordered	Delivered before	Delivered now	Outstanding
SH-1800	Steel shelving unit 1800 mm	each	12	4	6	2
BR-40	Shelf bracket, pack of 4	pack	48	16	32	0
LB-01	Label holder strip	each	100	0	60	40
Totals			**160**	**20**	**98**	**42**

Packages:	7
Total weight (kg):	186

Condition on receipt / shortages:

Received by	Name	Signature	Date and time
Customer			

If there is no time to check the goods, sign as ‘received unchecked’ and note visible damage. For VAT, the dispatch date is usually the tax point for goods unless a VAT invoice is issued within 14 days (VAT Notice 700, 14.2).