Delivery Date: / / Time: THE AGENDA Purchase Order # \_\_\_\_\_\_\_\_\_\_

Material Delivery/Collection Form

|  |  |  |  |
| --- | --- | --- | --- |
| Property/Material Delivery Form Details | | | |
| DELIVERY TO | SUPPLIER/COMPANY NAME | DELIVERED BY | SIGNATURE |
|  |  |  |  |

The above-mentioned Supplier/Company has delivered the described item(s) to the Company:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item(s) | QTY Ordered | QTY  Delivered | QTY  Outstanding | Item/Description (make/model/color/Sr# If Applicable) |
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| --- |
| Additional Remarks for Material Delivered |
|  |
| **Please note:** Supplier is responsible for filling & ensuring material deliverycollection form are completed for items which will be delivered to the Company. Security will VERIFY the items & hold the delivery form for collection & tracking purposes. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| COMPANY CONFIRMATION FOR MATERIAL DELIVERY & SUPPLIER COLLECTION | | | | |
|  | **NAME** | **SIGNATURE** | **DATE** | **TIME** |
| **RECIEVED BY** |  |  |  |  |
| **VERIFIED BY (SECURITY ONLY)** |  |  |  |  |
| **COLLECTED/REMOVED BY** |  |  |  |  |
| **VERIFIED BY (SECURITY ONLY)** |  |  |  |  |
| **Additional Remarks**  **For Material Collected**  (Damage, Missing, etc.) |  | | | |
| **Please note:** To be filled by security **ONLY** | | | | |