



DELIVERY LOG

SQF NO. 2.3.4

DELIVERY DRIVER CAR INSPECTION	
Driver's name:	
Departure Date:	
Estimated Departure Time:	
License plate number:	
Mileage	
Full gas tank level	<input type="radio"/> Full <input type="radio"/> 3/4 <input type="radio"/> 1/2 <input type="radio"/> 1/4
Adequate tire pressure (32-35psi)?	<input type="radio"/> Yes <input type="radio"/> No
Any check lights or engine lights on?	<input type="radio"/> Yes <input type="radio"/> No
GPS unit Charged?	<input type="checkbox"/> Yes
GPS unit working?	<input type="checkbox"/> Yes
Copy of current state license in vehicle	<input type="radio"/> Yes <input type="radio"/> No
Code of QR Code Certificate in vehicle	<input type="radio"/> Yes <input type="radio"/> No
Copy of car registration/proof of insurance	<input type="radio"/> Yes <input type="radio"/> No
Employee Badge	<input type="radio"/> Yes <input type="radio"/> No
Employee Driver's License	<input type="radio"/> Yes <input type="radio"/> No

DELIVERY CASE							
Delivery Case #	Order route received	Delivery request received	Preorders bags loaded	Reserve inventory manifest	Reserve inventory products	iPad/Table/Phone (if applicable)	Starting Cash Amount:

DELIVERY DRIVER RETURN CHECKLIST	
Receipts Gas Purchased	<input type="checkbox"/> Yes
Return Mileage	
GPS Unit Returned?	<input type="checkbox"/> Yes
Delivery Log Complete?	<input type="radio"/> Yes <input type="radio"/> No
All Delivery Request Receipts signed by Customers?	<input type="radio"/> Yes <input type="radio"/> No
Delivery Ledger complete for the Day?	<input type="radio"/> Yes <input type="radio"/> No
Remaining product inventory counted?	<input type="checkbox"/> Yes
Confirm remaining product inventory matches reserve inventory manifest & undelivered orders	<input type="checkbox"/> Yes
Final Cash Amount	

DELIVERY LOG				
Destination Name (For customer orders, enter Order #)	Destination Address	Reason for Stop	Arrival time	Departure time