

# Delivery Manifest

B-01

These manifests are to be filled out completely by delivery Driver. The information that the driver writes in is mandatory. This information is necessary for clerk to enter accurately into computer or cross reference with Data auto populated from Cheetah application.

## **Information to be entered is as follows:**

- Tractor number
- Departure time and odometer reading
- Return time and odometer reading
- Return door number
- Delivery Exception(s) – Exception codes are listed at the top of the Delivery manifest. (A through T). All Delivery Exceptions are to be called in. You (Driver) will be given a Delivery Exception Code which is to be written on Delivery Receipt.
- Time In and Time Out at each delivery stop.
- Number of City Returns

Driver Training Module