

Delivery Receipts

B-03

When delivering any shipment, it is the Driver's responsibility to make sure the delivery receipt accurately reflects what was given to the customer. The number of pieces delivered must be written on the delivery receipt. When the number of pieces on the delivery receipt matches the number of pieces being delivered, write that number of pieces in the "No. of Pieces" box. When delivering on pallets, make sure the delivery receipt accurately shows what was delivered. Driver **MUST** notate if the shrink wrap is intact upon delivery. If the number of pieces is not or cannot be counted, write "unable to count" or "said to contain" so it is readily known that the shipment was not counted at the time of delivery. If any Driver is uncertain how to properly notate the piece count, etc on a delivery receipt, he/she must contact his/her Dispatcher or Supervisor prior to signing the delivery receipt.

Information to be entered is as follows:

Customer to sign:

- Company Name
- Employee Signature (legible). If not legible, please print.
- Received ____ s/w Pallets intact (Y or N), containing ____ Pieces
- Note: Area where consignee signs: This includes signing off on any additional services provided that are checked.

Driver to sign:

- Number of Pieces
- Legible Driver Signature
- Time In and Time Out
- Date
- Notate any exceptions. Be clear and specific; describe exact nature of damage and describe exactly what item is short (on shortages). Get exception number from dispatcher to write on Delivery Receipt next to exception.
- All Delivery Exceptions are to be called in to Dispatcher or whomever is assigned to record Delivery Exception.
- Pictures **MUST** be taken at the time of delivery of any damage noted. If taken inside Cheetah stop, the picture will auto send to your terminal's general email. Person managing the general email **MUST** insure that the pro number is in the Subject field of email, add any additional, helpful notes and forward to: osdpics@lme4me.com
- Clearly notate & check any accessories / additional services performed.
- At Driver Check In, these DRs with additional services noted **MUST** be identified and Clerk **MUST** get that pro and info into "F7" corrections. ("F7" off Pro Lookup screen)

This must all be filled in on the "Delivery Receipt" copy. Driver keeps this copy for LME. "Consignee Copy" stays with the customer.

Driver Training Module

