

Delivery schedule template for installation projects

A delivery schedule for installers: one entry per delivery, planned before it's booked and completed when it lands, so the right kit reaches the right place when the crew needs it.

Project	Site	Completed by	Date
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1. Project and site rules

Filled in once per project; applies to every delivery below.

1.1 Project and site address **Required**

 TEXT

1.2 Site contact for deliveries **Required**

Name and phone number the driver can call.

 TEXT

1.3 Permitted delivery hours

e.g. weekdays 8:00–15:00, no deliveries during school drop-off.

 TEXT

1.4 Deliveries must be booked with the site **Required**

☐ Yes ☐ No

YES / NO

2. Delivery

One entry per delivery.

2.1 Delivery reference **Required**

e.g. DEL-03. Numbered in order of arrival.

 TEXT

2.2 Supplier **Required**

 TEXT

2.3 Purchase order number **Required**

 TEXT

2.4 Items and quantities **Required**

Or attach the order confirmation.

 NOTES

2.5 Needed for (install phase or area)

e.g. Block B roof, phase 2 chargers.

TEXT

2.6 Number of pallets (pallets)

READING

2.7 Heaviest single item (kg)

Decides how it can be unloaded.

READING

2.8 Delivery date **Required**

DATE

2.9 Time slot **Required**

CHOOSE ONE

☐ AM

☐ PM

☐ Timed slot

☐ All day

2.10 Timed slot

↳ **Shown when Time slot is Timed slot**

TEXT

2.11 Status **Required**

CHOOSE ONE

☐ Planned

☐ Confirmed with supplier

☐ Booked with site

☐ Delivered

☐ Part delivered

☐ Rescheduled

3. Access and unloading

3.1 Site booking reference

↳ **Shown when deliveries must be booked with the site**

TEXT

3.2 Delivery point **Required**

Gate, loading bay or compound the driver should use.

TEXT

3.3 Vehicle limits

CHOOSE ANY

☐ No articulated lorries

☐ Height barrier

☐ Weight limit

☐ Narrow access

☐ None

3.4 Unloading method **Required**

CHOOSE ONE

☐ Tail-lift

☐ Forklift on site

☐ Crane or lorry-mounted crane

☐ By hand

☐ Supplier to confirm

3.5 Who meets the driver **Required**

TEXT

4. Storage

4.1 Stored at **Required**

CHOOSE ONE

☐ Our warehouse

☐ Site compound

☐ Locked store on site

☐ Straight to install area

4.2 Exact location

e.g. container 2, level 3 plant room.

TEXT

4.3 Move to install area by

DATE

5. Receipt

Completed on the day. Use the equipment delivery checklist for the line-by-line check.

5.1 Date and time arrived **Required**

DATE

5.2 Result **Required**

CHOOSE ONE

☐ Complete and undamaged

☐ Short

☐ Damaged

☐ Wrong items

☐ Refused

5.3 Discrepancy details

↳ Shown when Result is anything other than Complete and undamaged

NOTES

5.4 Photos

↳ Shown when Result is anything other than Complete and undamaged

PHOTO

5.5 Follow-up delivery date

↳ Shown when Result is Short, Damaged or Wrong items

DATE

5.6 Received and checked by **Required**

SIGNATURE