Proof of Delivery (POD)

A delivery handover record connects the recipient, time, goods and condition. Read any exceptions alongside the main record.

Related delivery

[Delivery note reference]. [Shipment reference]. [Delivery location].

Recipient and time

[Recipient name and role]. [Recorded date and time]. No actual recipient or timestamp is recorded here.

Goods and condition

[Items and quantities received]. [Condition]. [Shortage, damage or other exception, if any].

Supporting evidence

[References to authorised handover evidence]. No signature, photo, location evidence or verification code is included in this example.

Review

[Review status and follow-up, where applicable]. This example is not evidence of a completed delivery.

SAMPLE

SAMPLE - For illustration only. No customer data. Not an issued or verified document.