

DELIVERY SHEET

Helaian Penghantaran · Multi-drop run · Malaysia

[Your business name]

[Address]

[Phone / WhatsApp]

[Business registration no.]

One sheet for a whole run. Each drop gets its own line and its own signature, so the driver comes back with one page instead of a fistful of loose orders.

FROM (YOUR BUSINESS)
[Business name]
[Address]
[Phone / WhatsApp]
[Business registration no.]

DEPOT / LOADING POINT
[Depot or warehouse]
[Address]
[Loaded by]
[Time out]

SHEET NO.
DS-2026-0001

DATE
[DD/MM/YYYY]

DRIVER
[Name]

VEHICLE
[Plate no.]

DROPS ON THIS RUN
[Total]

#	CUSTOMER & DELIVERY ADDRESS	DO NO.	ITEMS	QTY	TIME	RECEIVED BY (NAME & SIGNATURE)	REMARKS
	e.g. Kedai Runcit Seri Aman, Kajang						
Total drops on this sheet							

RUN SUMMARY
Drops completed: _____ Not delivered: _____
Reason(s) not delivered: _____
Sheet returned to office on: _____

NOT DELIVERED — WHAT TO WRITE
Customer closed · nobody to receive · wrong address · customer refused · goods damaged in transit. Write it on the drop line at the time, not from memory back at the office.

DELIVERED BY / DIHANTAR OLEH
Name: _____
Vehicle: _____
Date: _____

RECEIVED IN GOOD ORDER BY / DITERIMA DALAM KEADAAN BAIK OLEH
Name: _____
Signature: _____
Company chop: _____
Date: _____

Driver's declaration: every drop above was delivered as recorded, and any shortage, damage or refusal was written on the line at the time.

Goods remain the property of the seller until paid in full. Please check before signing — claims for shortage or damage must be made on this document at the time of delivery.

Original — Customer | Duplicate — Accounts | Triplicate — Driver

Free template from Niagawan — niagawan.com