

RE: An update regarding deliveries

Over the last couple of months, we have updated the paperwork that you receive upon receipt of your delivery. We will now provide two A4 copies of your delivery note which yourself and the Polypipe delivery driver will be required to check against the stock you receive and put your initial against each starred delivery line. The driver will take their copy and leave the other for your reference.

To answer a couple of your questions, see below:

What have we done?

We have replaced our old-style delivery notes with new ones in A4 format.

Why have we done this?

The new style delivery notes are formatted to make them easier to read.

What does this mean for you?

We are no longer able to supply our delivery notes in carbon copy format. Instead, two copies of the new A4 note will be provided for checking and signing. Please ask your Goods In team to mark up and sign BOTH copies. One copy should be handed back to our driver, and the other copy should be retained by you.

How do we avoid problems?

Please ensure you follow the above process to ensure that you receive evidence of the delivery taking place and that it is all correct and in good order. Failure to do this can cause problems later with your accounts team as they will be unable to match our invoices to the deliveries received. Ensuring that one copy is retained before our driver leaves will avoid this problem.

If you have any further questions, please contact your local [Area Sales Manager](#).

Where to put your initials:

- **Driver Initials** – The driver will put his or her initials on both copies of the delivery note against the starred lines.
- **Customer Initials** – Each starred line must be initialled by a member of your Goods In staff.

ASC Delivery Note
Delivery Note No:
Drop Number:
Load Number:
Shipment Number:
Customer Number:
Order Number:
PO Number:
Wanted Delivery Date:
Customer Ref:


SLB No:

Polypipe
Polypipe Building Products
Broomhouse Lane
Edlington
Doncaster
South Yorkshire
DN12 1ES

Delivery Address:

Phone:

Ord Line	Part No	Cust Part No	Our Description	Ordered	Initials	Delivered	Diff's
1	2	UG431	460MM SIDE RISER 215MM HIGH 1/20	* 120		120	
2	3	UG440	460MM 5X110MM INLET CHMBR BASE 1/20	* 20		20	
3	4	UG437	320MM DIA 3 INLET CHAMBER BASE 1/48	* 48		48	
4	5	UG466	320MM RISER 135MM HI C/W SEAL 1/81	* 81		81	
7	8	UG510	460MM SQ PP 65MM DEEP C/F A+ 1/20	* 20		20	
5	6	UG423	110MM 87.5 DEG EQUAL JUNCT T/S 1/10	30		30	
6	7	UG411	110MM 87.5 DEG LNG RD BND D/S 10/10	30		30	
9	1	PRD155	LIP SEAL for UG466	81		81	

Consignment Wt: Units:

Line	Rel	Part no	Ordered	Delivered	To be Delivered	Order Line Status
8	1	UG502	10	0	10	Released

***All non-bagged items must be checked at the time of delivery. Claims for non-delivery of these will be unacceptable without the delivery document endorsed to this affect by our driver.**

Drivers Name	Packages Delivered	Signature
Vehicle Reg	Date	Print Name
Trailer No		


Registered office: Broomhouse Lane, Edlington, Doncaster, DN12 1ES, United Kingdom
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