Delivery collection and site access

DBE 09 | Version 1 | Booking or job reference _____

Confirm access and delivery arrangements before dispatch.

Details and record

Booking reference and delivery address: _____

Delivery and collection date and time windows: _____

Onsite contact and mobile: _____

Vehicle height width and weight restrictions: _____

Parking loading zone and permit details: _____

Stairs lifts carrying distance and ground conditions: _____

Keys gates and access arrangements: _____

Unloading assistance and exclusion zone: _____

Delivery completed by and recipient signature: _____

Collection completed by and date: _____

Checks and selections

☐ Route checked ☐ Access confirmed ☐ Manual handling planned ☐ Public access protected

Additional notes or actions

_____

_____