Freight collection and delivery authority

DBE 34 | Version 1 | Booking or job reference _____

Confirm release authority load details and proof of delivery.

Confirm site-specific collection requirements and competent loading arrangements. Record any transport permits or specialist requirements before accepting the load.

Details and record

Customer name phone and job reference: _____

Auction or supplier lot and release reference: _____

Collection site contact and window: _____

Delivery address contact and window: _____

Item description quantity dimensions and declared weight: _____

Vehicle suitability and loading method: _____

Release authority and customer instruction: _____

Existing damage and photo references: _____

Collected by releasing person and time: _____

Received by signature condition and time: _____

Checks and selections

☐ Site induction requirements checked ☐ Release paperwork verified ☐ Load restraint checked ☐ Unloading arranged

Additional notes or actions

_____

_____