

DOCUMENT CONTROL

Booking / order reference

Route / trip reference

Service date

PARTIES AND LOCATIONS

Customer / consignor

Pickup address / contact

Consignee

Delivery address / contact

VEHICLE, SHIPMENT AND SEAL

Vehicle / fleet ID

Plate

Driver

Item / product description

Boxes / pallets / units

Declared weight

Seal number(s)

Required temperature range

TIMING, TEMPERATURE AND CONDITION

Pickup arrival

Pickup release

Pickup temp (deg C)

Pickup condition

Delivery arrival

Delivery release

Delivery temp (deg C)

Delivery condition

☐ Received intact☐ Short / missing☐ Damage noted☐ Refused / returned

DISCREPANCY, RETURNS AND EVIDENCE

Discrepancy / damage / refusal details and action taken

Sample operational record. Completed booking instructions and the agreed client SOP govern the movement. This document is not evidence of accreditation or certification.

Photo / GPS / logger / attachment reference

Return / reverse-logistics reference