

## Medical Supplies Delivery Log Form Sample

This delivery log form sample is designed to efficiently track medical supplies shipments, ensuring accurate records of delivery dates, quantities, and recipient details. It helps maintain accountability and streamline inventory management in healthcare facilities. Using this form enhances the overall process of medical supply distribution and documentation.

### Delivery Log Details

Healthcare Facility Name:

Facility Address:

Contact Person:

| Date                 | Delivery Time        | Item Description     | Quantity Delivered   | Batch / Lot #        | Delivered By (Name & Signature) | Received By (Name & Signature) |
|----------------------|----------------------|----------------------|----------------------|----------------------|---------------------------------|--------------------------------|
| <input type="text"/>            | <input type="text"/>           |
| <input type="text"/>            | <input type="text"/>           |

### Notes:

- Ensure all fields are completed for each delivery entry.
- Both the delivery personnel and the recipient should sign for accountability.
- Keep completed forms as part of your medical supplies inventory records.