

Last Mile Delivery Report Template for eCommerce

Optimize your eCommerce logistics with this comprehensive **Last mile delivery report template**, designed to track and analyze delivery performance efficiently. Gain valuable insights into delivery times, customer satisfaction, and operational challenges to enhance your shipping processes. This template ensures clear reporting for better decision-making and improved last mile delivery success.

Report Overview

Report Period	[Start Date] – [End Date]
Total Orders Shipped	[Total]
Delivery Success Rate	[Success Rate]%
Average Delivery Time	[Hours/Days]

Key Metrics

- On-time Deliveries: [Number] ([Percentage]%)
- Delayed Deliveries: [Number] ([Percentage]%)
- Failed Deliveries: [Number] ([Percentage]%)
- Average Customer Rating: [Rating out of 5]

Delivery Issues & Causes

Issue Type	Number of Incidents	Percentage	Common Causes
Address Not Found	[Value]	[Percentage]%	[Notes]
Customer Unavailable	[Value]	[Percentage]%	[Notes]
Weather Delay	[Value]	[Percentage]%	[Notes]

Customer Feedback Highlights

- [Positive feedback and comments]
- [Negative feedback and suggestions for improvement]

Recommendations

- [Suggestion to improve delivery speed or accuracy]
- [Technology or process optimizations]
- [Customer communication enhancements]

Prepared by

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[Date]