

THE DELIVERY TICKET CHECKLIST

CONSTRUCTION · READY-MIX CONCRETE DELIVERIES

MR. WILSONONE FIX AT A TIME.
YOU KEEP THE KEYS.

Run a delivery day against this the same evening. Every line is something the plant already prints or the crew already knows. The point is that all of it sits in one place, dated and readable, before anybody needs it in an argument four weeks later.

READ THIS FIRST — This is not any one project's specification. Your own project documents and your state highway department's spec govern what is actually required, and they differ. Check this against yours and add the rows it asks for that we do not.

THE TICKET ITSELF

- ☐ Ticket number, the date, and the plant it came from
- ☐ Truck or load number, so two loads on one day cannot be confused
- ☐ The ticket is legible — if it is smudged, photograph it now rather than later

THE CLOCK

- ☐ Time the load was batched, off the ticket
- ☐ Time it reached the site, and the time it finished unloading
- ☐ Minutes between batching and unloading, worked out and written down

WHERE IT WENT

- ☐ The element or area this load was placed in
- ☐ Which loads went into which section, where the day covered more than one
- ☐ Test cylinders taken, and which load they came from

ORDERED AGAINST ARRIVED

- ☐ The concrete the job specified, written down before the day started
- ☐ The concrete the ticket says was actually batched
- ☐ Any difference between those two, flagged on the day and not at the test
- ☐ Who at the plant was told, and when, where there was a difference

WHAT WENT IN

- ☐ Quantity on board for this load
- ☐ Running total for the day, against what was ordered for the day
- ☐ Water added on site: how much, by whom, and at whose instruction
- ☐ Anything rejected or sent back, with the reason

THE PAPER TRAIL

- ☐ Every ticket for the day gathered as one set, not one at a time
- ☐ A person initialled that set before anyone went home
- ☐ The day's total checked against what was billed for that day
- ☐ Filed where somebody can find it without asking

CHECKED AND SIGNED BY

DATE

Mrs. Wilson hands the page over and says where to look.