Pamitadz

Material delivery checklist for owners building from abroad

Use one checklist for each delivery. Share it with your engineer/site manager and the person authorised to receive the load.

Order reference / delivery date:

Material and size or specification:

Agreed quantity and unit / truck capacity:

Delivery area / authorised receiver:

1. Cross-check the request before booking

- [ ] Get the engineer/site manager’s written material specification, quantity and intended use.
- [ ] Compare that request with the supplier’s written quotation.
- [ ] Confirm material, haulage and any other charges before paying.
- [ ] Confirm the delivery window and how changes will be reported.
- [ ] Have the site team check road, gate, ground conditions and unloading space.

2. Before dispatch

- [ ] Save the loading photos/video and truck plate number.
- [ ] Match the material description and truck details to this order.
- [ ] Keep any available quantity measurement or weight record.
- [ ] Send the agreed order details to the authorised site receiver.

Contact Pamitadz for today’s delivered price. A tipper load is not a universal fixed tonnage.

3. At arrival - completed by the site receiver

- [ ] Check the truck identity and material against the agreed order.
- [ ] Record arrival time and take clear unloading/site photos.
- [ ] Record the agreed quantity check and how it was measured.
- [ ] Report specification, quantity or condition concerns promptly.
- [ ] Keep “arrived”, “checked” and “accepted” as separate observations.

Actual arrival time / truck plate:

Receiver name / acknowledgement:

Quantity check result and method:

Concerns raised / supplier response:

4. Owner review - compare the records

- [ ] Compare the engineer’s request, quotation and delivery note.
- [ ] Check loading evidence against arrival evidence and receiver confirmation.
- [ ] Ask for an explanation of differences or unexpected extra material requests.
- [ ] Save the invoice, delivery note and payment record in the order folder.

Photos alone do not prove weight, volume, material consumption or workmanship. This checklist supports purchasing and receipt checks; it does not certify engineering work. Arrange appropriate independent inspection for construction quality or structural questions.

Read the full guide: pamitadz.com/blog/building-in-lagos-while-living-abroad/