

Delivery note

Office furniture for Level 14: delivered, installed and checked on site. Delivery 1 of 2.

DELIVERY NOTE # DN-26-1187
DATE Nov 10, 2026
DELIVERY DATE Nov 10, 2026

SUPPLIER
Oakline Commercial Interiors
Marcus Webb
+1 312 555 0148
deliveries@oakline-interiors.example

DELIVER TO
Harlow & Pierce LLP
Janet Okafor
+1 312 555 0193
jokafor@harlowpierce.example
Customer PO: HP-PO-4471

Delivery summary

What arrived on Nov 10, 2026 against sales order SO-26-0942 and your purchase order HP-PO-4471. The item list on the next page is the record of quantities.

SALES ORDER
SO-26-0942
Confirmed Oct 12, 2026

CUSTOMER PO
HP-PO-4471
Harlow & Pierce LLP

DELIVERY
1 of 2
Wall panels follow in delivery 2

ITEMS DELIVERED
169 of 177
2 refused, 6 back ordered

CARTONS
162
Counted at the dock

SHIPMENT WEIGHT
9,240 lb
Per the bill of lading

TRUCK AT DOCK
7:10 am
Booked slot 7:00 to 10:00 am

UNLOADING DONE
9:45 am
Freight elevator, car 3

INSTALLATION DONE
4:30 pm
Packaging removed

EXCEPTIONS

Two items need follow-up. Both are described on page 6.

- 2 task chairs damaged in transit, refused at unloading and returned with the driver
- 6 acoustic wall panel sets back ordered from the factory, due in delivery 2

Transport and site access

DETAIL	RECORD
Carrier	Oakline own fleet, truck 07 (26 ft box truck with liftgate)
Driver	Andre Lewis, CDL IL-D402-118
Installation crew	Marcus Webb (lead) and 4 installers
Trailer seal	OCI-558214, intact on arrival, broken by the driver at the dock
Loading dock	200 W Monroe St, dock 2, Adams St entrance
Freight elevator	Car 3, booked by the building from 7:00 am to 12:00 pm
Building contact	Luis Ortega, Loading Dock Supervisor, +1 312 555 0110
Certificate of insurance	Sent to building management on Nov 3, 2026

Made with ExtraflowDoc

extraflowdoc.com

Items delivered

Every line of sales order SO-26-0942. Ordered and delivered quantities were counted together with your office manager at unloading.

CODE	ITEM	ORDERED	DELIVERED	REFUSED	BACKORDER	CARTONS
SSD-6030-WG	Sit-stand desk 60 in	24	24	0	0	48
DS-60-TL	Desk screen 60 in, teal	12	12	0	0	3
MA-DUAL-G	Dual monitor arm	24	24	0	0	4
CT-UD-G	Under-desk cable tray	24	24	0	0	2
MP-3D-G	Mobile pedestal, 3 drawers	24	24	0	0	24
TC-MESH-G	Task chair, mesh back	30	28	2	0	30
MT-1648-OAK	Boardroom table 16 ft, oak	1	1	0	0	5
MT-7236-OAK	Meeting table 72 × 36 in	2	2	0	0	4
CC-MESH-MB	Conference chair, mesh	18	18	0	0	18
PB-1P-SG	Phone booth, 1 person	4	4	0	0	16
LS-2S-TL	Lounge sofa, 2 seats	2	2	0	0	2
LA-1S-TL	Lounge armchair	2	2	0	0	2
CT-RD-OAK	Coffee table, round	1	1	0	0	1
LK-8-G	Locker tower, 8 doors	3	3	0	0	3
AWP-6-TL	Wall panel set, 6 panels	6	0	0	6	0
	Total	177	169	2	6	162

TC-MESH-G: all 30 chairs arrived, in 30 cartons. 2 were damaged and refused at unloading, so 28 count as delivered. Page 6 says what happens to the 2 refused chairs.

Made with ExtraflowDoc

extraflowdoc.com

Product reference



Sit-stand desk

SSD-6030-WG · 24 desks in zone 1, paired with desk screens



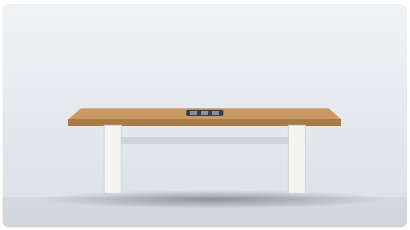
Task chair

TC-MESH-G · 28 placed, 2 refused as damaged



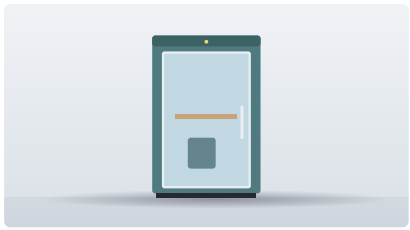
Mobile pedestal

MP-3D-G · one under every desk, keys taped inside the top drawer



Boardroom table

MT-1648-OAK · assembled in boardroom 14.1, power module wired



Phone booth

PB-1P-SG · 4 booths in zone 5, lights and fans tested



Lounge sofa

LS-2S-TL · 2 sofas in the reception lounge, zone 6

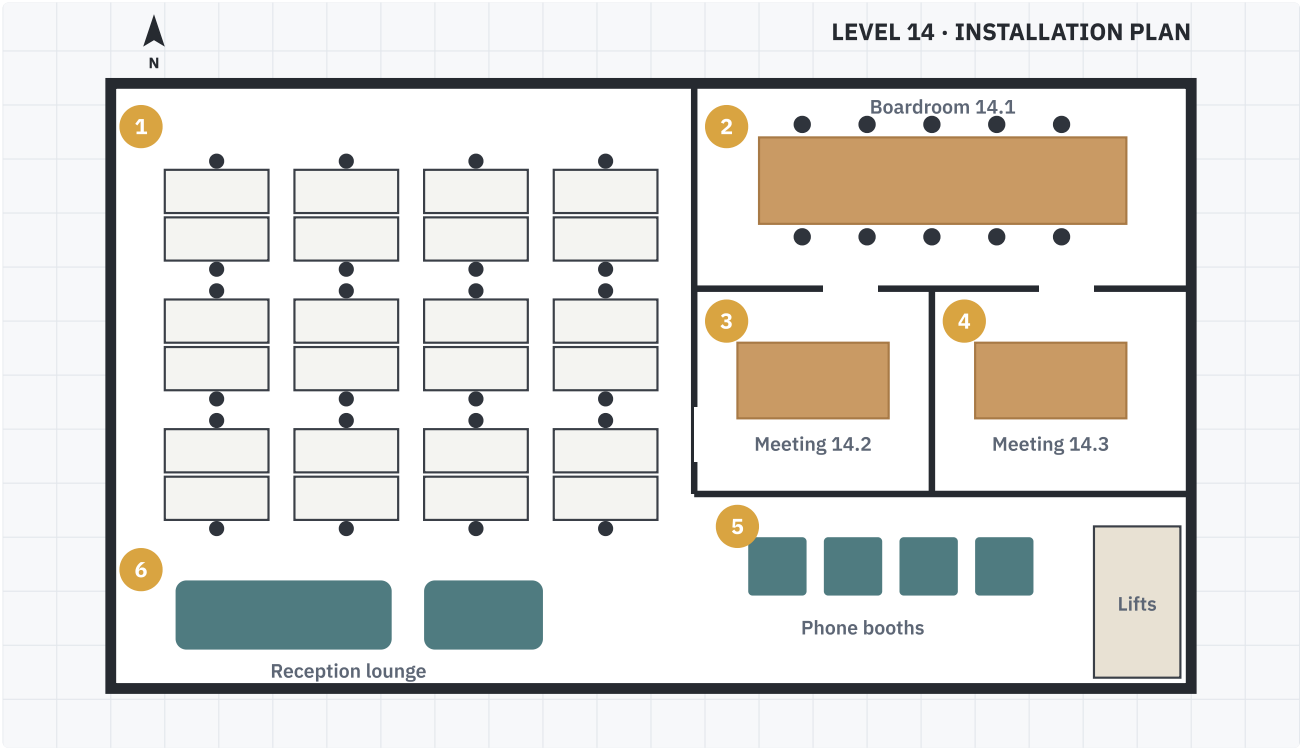
Assembly and installation

ITEM	WORK DONE ON SITE
Desks and screens	Assembled, levelled, height range tested, screens fixed between pairs
Monitor arms and cable trays	Clamped and fitted; monitors and cabling are the IT contractor's work
Boardroom table	Assembled from 5 cartons; floor box connected to the power module
Phone booths	Assembled, plugged in, door closers adjusted, lights and fans tested

Made with ExtraflowDoc

extraflowdoc.com

Installation plan, Level 14



The crew placed every item to the approved layout. Numbers on the plan match the zones in the table below. Anything you want moved within Level 14 in the next 14 days is moved free of charge on the delivery 2 visit.

Placement by zone

ZONE	AREA	INSTALLED
1	Open office	24 sit-stand desks, 12 desk screens, 24 pedestals, 24 monitor arms, 24 cable trays, 24 task chairs
2	Boardroom 14.1	Boardroom table, 10 conference chairs
3	Meeting room 14.2	Meeting table, 4 conference chairs, 2 task chairs
4	Meeting room 14.3	Meeting table, 4 conference chairs, 2 task chairs
5	Phone booth bay	4 phone booths, 3 locker towers
6	Reception lounge	2 sofas, 2 armchairs, coffee table

Made with ExtraflowDoc extraflowdoc.com

Condition on delivery

Exceptions found at unloading and inspection. Everything not listed here arrived in good condition and was accepted.

CODE	ITEM	QTY	FOUND	WHAT HAPPENS NEXT
TC-MESH-G	Task chair	1	Torn back mesh, carton punctured	Refused, returned with the driver
TC-MESH-G	Task chair	1	Cracked base, chair leans	Refused, returned with the driver
AWP-6-TL	Wall panels	6	Not shipped, factory back order	Due Nov 24, 2026 in delivery 2

For the 2 refused chairs you may choose a replacement in delivery 2 or a credit on invoice INV-26-3310. Tell us by Nov 13, 2026.

Damage recorded at the dock

Both chairs came out of cartons with visible punctures on the same side, which points to damage in the truck rather than at the factory.

Your office manager and our lead inspected them together. Six photos were taken and the damage was written on the bill of lading before the driver left.



Photos 1 and 2 of 6, sent to your office manager on Nov 10

Handover checklist

COMPLETED ON SITE

- ☑ Cartons counted against the item list
- ☑ Every desk height range tested
- ☑ Pedestal keys handed to the office manager
- ☑ Packaging taken away, floor vacuumed

OPEN UNTIL DELIVERY 2

- ☐ Acoustic wall panels hung in zones 1 and 6
- ☐ 2 chairs replaced or credited
- ☐ Moves requested within 14 days

Made with ExtraflowDoc

extraflowdoc.com

Delivery conditions

1. Inspection

1.1 The customer checks the number of cartons and any visible damage at unloading and writes every problem on this note before signing. A signature without notes confirms that the items listed as delivered arrived complete and undamaged on the outside.

2. Concealed damage

2.1 Damage found inside an undamaged carton must be reported to Oakline in writing, with photos, within 48 hours of delivery. Oakline then repairs or replaces the item without charge.

3. Back orders

3.1 Back ordered items are delivered and installed without an extra delivery or installation charge. They are invoiced only when delivered.

4. Refused items

4.1 Items refused as damaged go back with the driver and stay Oakline's responsibility. The customer chooses a replacement or a credit; a credit is issued as a credit note against the invoice for this order.

5. Risk and title

5.1 Risk passes to the customer for each item when it is installed. Title passes when the invoice for that item is paid in full, as set out in sales order SO-26-0942.

Delivered and received

Signed by the installation lead when the work was done. The customer signs to confirm the items and cartons received, with the exceptions on page 6.

RECEIVED BY

_____

SIGNATURE

Harlow & Pierce LLP

Name and position: _____

Cartons received: _____

Date and time: _____

DELIVERED BY

Marcus Webb

_____

SIGNATURE

Oakline Commercial Interiors

Marcus Webb, Delivery and Installation Lead

Reference: DN-26-1187

Date: 11 / 10 / 2026

Made with ExtraflowDoc

extraflowdoc.com