

# Delivery Note

A goods delivery confirmation note for orders despatched to customers.

## How to use

1. Fill in your business details in the blue footer cells at the bottom of the Delivery Note sheet.
2. Enter the delivery address in the blue DELIVER TO card on the left.
3. Complete the delivery number, despatch date, order reference and carrier details on the right.
4. Add the items despatched in the blue columns. Total items updates automatically.
5. The colour band shows the delivery number, despatch date, order reference and total items.

## Clearing the sample data

Select rows 19 to 30 on the Delivery Note sheet, then press Delete to clear the sample data. The totals and colour band will reset automatically.

## Removing the footer credit

The footer credit ('OpenSheets.co.uk · free templates for UK small businesses · MTD-ready tools at aligned.tax') appears on printed pages only. To remove it, go to Page Layout > Print Titles > Header/Footer tab and delete the footer.

## Notes

Blue cells are your inputs. White cells contain formulas that calculate automatically — do not overwrite them.

The sheet is protected to prevent accidental formula deletion. No password is set — click Review > Unprotect Sheet if you need to make structural changes.

## [OpenSheets.co.uk](https://www.opensheets.co.uk)

Free Excel templates for UK small businesses

## [aligned.tax](https://aligned.tax)

MTD-ready bookkeeping tools for sole traders and small businesses

