

**SERIES: CFM08052024-4**

Date: August 5, 2024

**To: ALL BUILDHUB TEAM, SUPPLY CHAIN DEPARTMENT AND ACCOUNTING DEPARTMENT****Subject: Delivery Documentation Requirements**

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**Dear Buildhub Drivers and Third-Party Truckers,**

In order to ensure a smooth and efficient delivery process, we require that all deliveries are documented appropriately. Below are the specific requirements for both Buildhub drivers and third-party truckers. Please adhere to these guidelines to maintain our standards of service and accountability.

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**For Buildhub Drivers:**

When delivering with your own truck, you must submit the following through the driver's app:

1. **Delivery Receipt:** A clear picture of the delivery receipt signed by the customer or the receiver, including their printed name.
2. **Unloading Evidence:** A picture showing the truck being unloaded of items or products.
3. **Customer Verification:** A picture of the receiver or customer holding the delivery receipt, with their face visibly shown.
4. **Warehouse Selfie:** A selfie of the driver taken while unloading items or products in the warehouse. If available, the selfie should include a visible signage of the customer's name or warehouse. If signage is not present, the selfie should clearly show the driver in the warehouse.

**For Third-Party Truckers:**

When delivering with third-party trucks, please ensure the following documentation is provided:

1. **Delivery Receipt:** A clear picture of the delivery receipt with the customer or receiver's signature.
2. **Unloading Evidence (Optional):** A picture showing the unloading of cement, if applicable.
3. **Proof of Delivery:** All relevant pictures that confirm the customer or receiver has received the items or products.

**Note:** For third-party truckers, the delivery receipt serves as temporary proof of billing. Additional photographic proof is encouraged but not required.

Please ensure that all the required documentation is complete and accurate to avoid any delays or issues with delivery verification and billing.

Thank you for your cooperation and attention to these requirements.

**Prepared by:**

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