

# Cycle freight toolkit

Tool 2: Delivery monitoring log



# Delivery monitoring log

Use this spreadsheet to log deliveries and collections over a period of two to four weeks

Date	Time	Operator/courier company	Type of delivery/collection eg stationery, IT equipment, cleaning supplies, etc	Personal Yes/No	No. of parcels/pallets	Sender/supplier	Mode of transport eg HGV, van, motorbike, foot, cargo bike	Fuel eg electric, petrol, diesel

1	Business name
2	Monitoring period
3	Total deliveries
4	Total personal
5	Personal deliveries percentage

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