

# Material Delivery Check Sheet

Fill in the contract column before delivery day. Check the bundles, rolls and pallets when they arrive.

|                 |             |                                            |
|-----------------|-------------|--------------------------------------------|
| Date delivered: | Checked by: | Photos taken: <input type="checkbox"/> yes |
|-----------------|-------------|--------------------------------------------|

| Item                                   | What the contract says (product, color, approval #) | What was delivered | Match?                   |
|----------------------------------------|-----------------------------------------------------|--------------------|--------------------------|
| Roof covering (Shingle, tile or metal) |                                                     |                    | <input type="checkbox"/> |
| Color                                  |                                                     |                    | <input type="checkbox"/> |
| Underlayment                           |                                                     |                    | <input type="checkbox"/> |
| Drip edge                              |                                                     |                    | <input type="checkbox"/> |
| Flashing                               |                                                     |                    | <input type="checkbox"/> |
| Vents                                  |                                                     |                    | <input type="checkbox"/> |
| Pipe boots                             |                                                     |                    | <input type="checkbox"/> |
| Fasteners                              |                                                     |                    | <input type="checkbox"/> |
| Other                                  |                                                     |                    | <input type="checkbox"/> |

**If something does not match:** call the roofer before it goes on the roof. Ask for a written change order that names the new product and any price difference. Do not agree to a swap by phone only.

## Notes