

This daily route planner is provided for the indicated driver of [NAME OF COMPANY] which serves as a guide on the day-to-day deliveries of [DETAILS] to different recipients.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Driver:** | [COMPLETE NAME] | | | |
| **Delivery Date:** | [MONTH-DAY-YEAR] | | | |
| **Delivery Day:** | **☐ Sun ☐ Mon ☐ Tue ☐ Wed ☐ Thurs ☐ Fri ☐ Sat** | | | |
| **Route** | **Purpose** | **Departure Time** | **Arrival Time** | **Total Time** |
| **Start** Route 1 | ☐ Small Parcel  ☐ Medium Parcel  ☐ Large Parcel  ☐ Documents  ☐ Perishable Goods  ☐ Fragile Goods  ☐ Others | 00 : 00 AM / PM | 00 : 00 AM / PM | HH : MM |
| To Route 2 | ☐ Small Parcel  ☐ Medium Parcel  ☐ Large Parcel  ☐ Documents  ☐ Perishable Goods  ☐ Fragile Goods  ☐ Others |  |  |  |
| To Route 3 | ☐ Small Parcel  ☐ Medium Parcel  ☐ Large Parcel  ☐ Documents  ☐ Perishable Goods  ☐ Fragile Goods  ☐ Others |  |  |  |
| To Route 4 | ☐ Small Parcel  ☐ Medium Parcel  ☐ Large Parcel  ☐ Documents  ☐ Perishable Goods  ☐ Fragile Goods  ☐ Others |  |  |  |
| To Route 5 | ☐ Small Parcel  ☐ Medium Parcel  ☐ Large Parcel  ☐ Documents  ☐ Perishable Goods  ☐ Fragile Goods  ☐ Others |  |  |  |
| **Summary of Delays (if applicable)** | | | | |
| Route 1 | | [INSERT DETAILS] | | |
| Route 2 | |  | | |
| Route 3 | |  | | |
| Route 4 | |  | | |
| Route 5 | |  | | |
| **Date Completed:** | | [MONTH-DAY-YEAR] | | |
| **Signature of Driver:** | | [AUTHORIZED SIGNATURE] | | |