

Delivery Receipt Form Sample for Office Supplies

Download our **delivery receipt form sample** designed specifically for office supplies to ensure accurate tracking and confirmation of received items. This template helps streamline the documentation process, improving inventory management and accountability. Easily customizable, it suits various office environments for efficient delivery verification.

Delivery Receipt Details

Receipt No.		Date	
Supplier			
Delivered To			
Department		Contact No.	

Delivered Items

No.	Description	Quantity	Unit	Remarks
1				
2				
3				

Confirmation

Delivered By		Signature	
Received By		Signature	
Date		Time	

For internal use only. Please ensure all information is filled out accurately. Retain a copy for your records.