

Acknowledgement Receipt Form for Goods Received

This **acknowledgement receipt form** sample provides a comprehensive template for documenting the receipt of goods, ensuring accurate record-keeping and accountability. It includes essential details such as item descriptions, quantities, and signature fields for both sender and receiver. Using this form helps streamline inventory management and confirms delivery acceptance.

Receipt Details

Receipt No.	Enter Receipt Number	Date	
Sender (Company/Department)	Sender Name/Dept.	Receiver (Company/Department)	Receiver Name/Dept.
Delivery Address	Delivery Address		

Goods Received

#	Description of Goods	Item Code	Quantity Received	Unit	Remarks
1	Description	Code		Unit	Remarks
2	Description	Code		Unit	Remarks

Confirmation & Signatures

I hereby acknowledge the receipt of the items listed above, in good condition, unless otherwise specified.

Sender's Signature	Receiver's Signature
<hr/>	<hr/>
Name: <input type="text"/>	Name: <input type="text"/>
Date: <input type="text"/>	Date: <input type="text"/>

Additional Notes/Comments

Enter additional information or notes here