

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.	<input type="text" value="Enter Receipt Number"/>	Date	<input type="text"/>
Sender (Company/Department)	<input type="text" value="Sender Name/Dept."/>	Receiver (Company/Department)	<input type="text" value="Receiver Name/Dept."/>
Delivery Address	<input type="text" value="Delivery Address"/>		

Goods Received

#	Description of Goods	Item Code	Quantity Received	Unit	Remarks
1	<input type="text" value="Description"/>	<input type="text" value="Code"/>	<input type="text"/>	<input type="text" value="Unit"/>	<input type="text" value="Remarks"/>
2	<input type="text" value="Description"/>	<input type="text" value="Code"/>	<input type="text"/>	<input type="text" value="Unit"/>	<input type="text" value="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
<div><div></div><div>Name: <input type="text"/></div><div>Date: <input type="text"/></div></div>	<div><div></div><div>Name: <input type="text"/></div><div>Date: <input type="text"/></div></div>

Additional Notes/Comments

Enter additional information or notes here