

Delivery Receipt

Use this **delivery receipt template** to streamline your courier services by providing clear proof of package transfer. It ensures accurate documentation of items delivered, recipient details, and delivery time. Customize it easily to enhance your service professionalism and customer trust.

Courier Information

Courier Name:

Courier Contact:

Date:
_____/_____/_____

Recipient Information

Recipient Name:

Delivery Address:

Contact Number:

Package Details

Item Description	Quantity	Condition	Remarks
_____	_____	_____	_____
_____	_____	_____	_____

Delivery Date & Time:

Recipient Signature:

Courier Signature:
