

# Delivery Receipt Form

Date of Delivery: \_\_\_\_\_

Delivery Receipt No.: \_\_\_\_\_

## Sender Information

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

## Recipient Information

Name / Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Delivery Address: \_\_\_\_\_

Phone: \_\_\_\_\_

## Delivery Details

Item Description	Quantity	Unit	Notes

Remarks: \_\_\_\_\_

## Acknowledgment

Delivered By	Received By
Signature: _____	Signature: _____
Name: _____	Name: _____
Date: ____ / ____ / ____	Date: ____ / ____ / ____

This is a system-generated printable delivery receipt template.  
For record-keeping and reference purposes.