

# Supplier Delivery Record Form

Supplier Name:  
Delivery Note No.:  
Date Received:  
Received By:  
Purchase Order No.:

Item No.	Description	Quantity Delivered	Unit	Delivery Date	Remarks
1	Printer Ink Cartridge - Black	20	Pieces	2024-06-12	Boxes sealed, no damage observed
2	Copy Paper A4, 80gsm	50	Reams	2024-06-12	
3	Staplers, Heavy Duty	10	Pieces	2024-06-12	Delivered as per PO

Checked & Verified By:  
Signature:  
Date:

The **supplier delivery record form** sample provides a structured way to document all received items with detailed descriptions, quantities, and delivery dates. This form ensures accurate tracking of supplies and helps maintain organized inventory records. It is essential for efficient supply chain management and verification processes.