

Delivery Receipt Form

The **delivery receipt form** is essential for documenting the transfer of business shipments, ensuring accurate tracking and accountability. It provides a clear record of items delivered, recipient details, and delivery date to support efficient logistics management. Utilizing this form helps prevent disputes and enhances communication between suppliers and clients.

Shipment Information

Shipment/Invoice No.		Date of Delivery	
Supplier Name		Contact No./Email	
Delivery Address			

Recipient Information

Recipient Name		Contact No./Email	
Received By (Signature)		Date & Time Received	

Items Delivered

Item Description	Quantity	Unit	Remarks

Delivered By:

.....
Signature over Printed Name / Date

Received By:

.....
Signature over Printed Name / Date

Note: Please inspect the items upon receipt. Report any discrepancies within 24 hours.