

# 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.