

Delivery Receipt Form

The **delivery receipt form** serves as a crucial document capturing the confirmation of goods or services delivered. It includes detailed information along with proof of delivery, ensuring accountability and transparency in transactions. This form is essential for verifying successful receipt and resolving any potential disputes efficiently.

Delivery Details

Delivery Receipt No.	_____	Date	____ / ____ / ____
Sender (Company/Name)	_____		
Recipient (Company/Name)	_____		
Delivery Address	_____		
Contact Number	_____	Email	_____

Items Delivered

Item Description	Quantity	Unit	Remarks
_____	____	____	_____
_____	____	____	_____
_____	____	____	_____

Proof of Delivery

Signature of Recipient: _____

Date & Time Received: ____ / ____ / ____ ____ : ____

ID Type/Number: _____

Remarks/Notes:

Photo/Attachment: [Attach photo as proof of delivery]

By signing above, the recipient confirms goods/services were received in good condition.