

# Delivery Receipt Form for Partial Deliveries

The **delivery receipt form for partial deliveries** ensures accurate documentation when goods are received in multiple shipments. It helps track each partial delivery separately, confirming items, quantities, and condition. This form facilitates smooth inventory management and payment processing for incomplete orders.

**Delivery No.:**



**Date:**

**Supplier Name:**

**Purchase Order No.:**

**Receiving Location:**

## Partial Delivery Details

Item Description	Ordered Quantity	Delivered Quantity (this batch)	Unit	Condition	Remarks
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select 	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select 	<input type="text"/>

**Next Scheduled Delivery (if known):**

or

**Delivered by:**

(Name & Signature)

**Received by:**

(Name & Signature)

**Date Received:**

Note: Use a separate form for each partial delivery. Ensure all details are complete and accurate for inventory and payment processing.