

# Delivery Receipt Form Sample for Goods

This **delivery receipt form** sample is designed to ensure accurate documentation of goods received by the customer. It helps track the shipment details, recipient acknowledgment, and condition of items upon delivery. Using this form improves communication and accountability in the supply chain process.

## Delivery Details

Delivery Receipt No.	_____	Date	_____
Supplier / Shipper	_____	Contact	_____
Delivery Address	_____		
Recipient Name	_____	Contact	_____

## Goods Delivered

#	Description of Goods	Quantity	Unit	Condition	Remarks
1	_____	_____	_____	<input type="checkbox"/> Good <input type="checkbox"/> Damaged <input type="checkbox"/> Missing	_____
2	_____	_____	_____	<input type="checkbox"/> Good <input type="checkbox"/> Damaged <input type="checkbox"/> Missing	_____
3	_____	_____	_____	<input type="checkbox"/> Good <input type="checkbox"/> Damaged <input type="checkbox"/> Missing	_____

## Recipient Acknowledgment

Recipient Signature	_____	Date	_____
Received By (Print Name)	_____	Time	_____

## Remarks/Notes

\_\_\_\_\_  
\_\_\_\_\_