

Delivery Receipt Form for Returned Goods

This **delivery receipt form sample** is designed specifically for returned goods, ensuring accurate documentation and smooth processing. It helps track items sent back to the supplier, noting quantities and conditions. Utilizing a clear and organized format enhances accountability and communication between parties.

Supplier Information

Supplier Name:		Date:	
Address:			
Contact No.:		Email:	

Returned By

Company/Department:		Contact Person:	
Return Authorization No.:		Reason for Return:	

Details of Returned Goods

Item Description	Item Code	Quantity	Condition	Remarks

Acknowledgement

Returned By (Name & Signature):	
Date:	
Received By (Supplier's Representative):	
Date:	

This form serves as an official receipt and record of returned goods to the supplier.