

Goods Delivery Receipt

Receipt No:	GDR-2024-0720	Date:	2024-07-20
Supplier:	Acme Supplies Ltd.	Delivery Address:	987 Main Street, Springfield
Delivered To:	Warehouse A	Contact Person:	Jane Smith

#	Description of Goods	Quantity	Unit	Remarks
1	Laser Printer, Model X120	5	Units	
2	Printer Toner Cartridge	20	Pcs	
3	Copy Paper, A4, 80gsm	50	Reams	-

Delivered By
(Name & Signature)

Received By
(Name & Signature)

Date: _____
Date: _____

Important Notes:

- This document serves as proof of goods delivery and acceptance.
- Verify goods and quantities before signing the receipt.
- Any discrepancies or damages must be noted before acceptance.
- Both parties should retain a signed copy for their records.