

# 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.