

# Project-Based Goods Delivery Receipt Form

Receipt No.

e.g. DR-2024-001

Date

Project Name

e.g. Office Renovation

Supplier / Vendor

Supplier Company Name

Delivered To

Client/Receiving Department

Delivery Location

Address/Location

## Goods Delivered

No.	Description of Goods	Quantity	Unit	Remarks
1	e.g. Office Desk		pcs/box/etc.	Note
2				
3				

Additional Remarks

Enter any special notes or delivery conditions

Delivered By:

Name & Position

Date

Received By:

Name & Position

Date

Inspected By:

Name & Position

Date

## Important Notes:

- This form serves as an official record of goods delivered for project-based transactions.
- Verify all items upon receipt and specify discrepancies in the remarks or additional notes section.
- Signatures from responsible parties are required to acknowledge delivery and acceptance.
- Keep a copy of this document for both the supplier and the client for future reference.
- Any shortages, damage, or non-conformity must be reported immediately.