

Delivery Receipt for Goods

Receipt No.:

DR-2024-001

Date:

2024-06-15

Supplier:

ABC Trading Co.

Address:

123 Example Road, City, Country

Recipient:

XYZ Solutions Ltd.

Delivery Address:

789 Client St, Business Park, City

Details of Goods Delivered:

#	Description	Quantity	Unit	Remarks
1	Office Chair Model Z	20	pcs	-
2	Laptop ACME 14"	6	pcs	Boxed
3	Printer Paper A4 (500 sheets)	10	packs	-

Additional Notes:

All goods received in good condition unless stated otherwise.

Delivered by

Name & Signature

Received by

Name & Signature

Important Notes:

- This document serves as proof of delivery and receipt of listed goods.
- Carefully check goods before signing as "Received".
- Any damaged or missing items should be noted immediately on this receipt.
- Keep this document for your records and for warranty or claim purposes.
- Both parties should retain a signed copy of the receipt.