

# Goods Delivery Receipt

Receipt No.: DR-2024-0089

Date: 2024-06-21

Supplier:

Acme Supplies Ltd.

Address:

123 Commerce Ave, Metro City

Contact:

(+123) 456-7890

Delivered To:

Global Tech Solutions

Delivery Address:

789 Industry Rd, Downtown

Delivery Ref.:

PO-1845

Contact Person:

James Collins

## Delivered Items:

No.	Description of Goods	Unit	Quantity	Remarks
1	Laser Printer Model LP1200	pcs	5	Boxed, new
2	Printer Toner Cartridge	pcs	20	Compatible
3	USB Cables (2m)	pcs	15	-

Vehicle No.:

ABC-3901

Delivered By:

Samuel Ortiz

Received By:

Linda Shaw

Delivered By  
(Signature/Name)

Received By  
(Signature/Name)

Checked By  
(Signature/Name)

## Important Notes:

- This document serves as formal evidence of goods delivered and received.
- Both parties should verify quantities and condition of items at delivery.
- Any discrepancies or damages must be noted before signing.
- Keep a copy of this receipt for record-keeping and claims.

- Authorized signatures are required for validation.