

# Acknowledgement Receipt for Delivered Goods

Receipt No.: \_\_\_\_\_

Date: \_\_\_\_\_

Received From: \_\_\_\_\_

Address: \_\_\_\_\_

Delivered To: \_\_\_\_\_

Address: \_\_\_\_\_

## Details of Delivered Goods

Description	Quantity	Unit	Remarks
_____	_____	_____	_____
_____	_____	_____	_____

## Remarks

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Receiver's Name & Signature \_\_\_\_\_

Date: \_\_\_\_\_

Delivered By (Name & Signature) \_\_\_\_\_

Date: \_\_\_\_\_

## Important Notes

- This document serves as formal proof that the goods listed have been received in good condition, unless otherwise noted in the remarks section.
- Both parties should retain a copy of the signed receipt for their internal records and in the event of disputes.
- Carefully check all goods before signing, as signed acknowledgement confirms acceptance of items delivered.
- Any discrepancies, damages, or missing items must be reported and noted at the time of receipt.