

## Acknowledgement Receipt for Delivered Goods

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

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

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

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

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

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

### Details of Delivered Goods

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

### Remarks

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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.