

ACKNOWLEDGEMENT RECEIPT

for Goods Received

Receipt No.	_____
Date	_____
Received From	_____
Received By	_____
Delivery Address	_____

Details of Goods Received

No.	Description of Goods	Quantity	Unit	Remarks
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____

Received By (Signature & Name)

Date Received

- This receipt serves as official proof of goods received and must be signed by the receiver.
- Ensure all details (quantity, description, condition) are correct before signing.
- Keep a copy of this document for both sender and receiver as record of transaction.
- Report any discrepancies or damages immediately upon receipt.
- Adjust rows or details as per actual transaction requirements.