

Received Goods Acknowledgement Receipt

Receipt No.: RGAR-2024-001

Date: 2024-06-19

Supplier Name: ABC Suppliers Ltd.

Delivery Note No.: DN-3456

Received By: John Doe

Department: Warehouse

Goods Received Details

Item Description	Quantity	Unit	Remarks
Laser Printer Model X200	5	Units	Good condition
Printer Toner (Black)	20	Cartridges	Good condition
USB Cables 2m	10	Pcs	Good condition

Received By
Name & Signature

Inspected By
Name & Signature

Important Notes:

- This document serves as formal acknowledgment of goods received as per the delivery note.
- Inspect all items thoroughly before signing this receipt.
- Any discrepancies or damages should be noted in the Remarks section and reported immediately.
- Keep this document for record and audit purposes.
- Signatures from both the receiver and inspector are required for validity.