

Acknowledgement Receipt for Goods Received

Receipt No.: _____ Date: _____ / _____ / _____
Supplier Name: _____ Delivery Note/Invoice _____
#: _____
Received By: _____ Department: _____
Delivery _____
Location: _____

Details of Goods Received

Item Description	Quantity	Unit	Remarks/Condition
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Received By (Signature & Name) _____

Supplier's Representative (Signature & Name)

- This document serves as confirmation that the listed goods have been received in the stated quantity and condition.
- Any discrepancies or damages should be clearly noted under the "Remarks/Condition" column before signing.
- Ensure all fields are filled out accurately and signatures are provided by both parties.
- Retain a copy of this receipt for record-keeping and future reference.
- This receipt may be required for further claims, returns, or audits related to the goods supplied.