

# Sample Company Ltd.

123 Main Street, City, Country  
Phone: (123) 456-7890 | Email: info@company.com

## Delivery Receipt for Goods Received

**Receipt No.:** DR-2024-0012

**Date:** 2024-06-25

**Supplier Name:** ABC Supplies Co.

**Supplier Contact:** (321) 987-6543

**Delivered To:** Warehouse #5, Sample Company Ltd.

**Delivery Reference:** PO-2024-1045

#	Description of Goods	Unit	Quantity	Remarks
1	Premium Office Chair	pcs	12	-
2	Standing Desk (Large)	pcs	8	2 damaged
3	LED Desk Lamp	pcs	20	-

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

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

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

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

### Important Notes:

- Always verify both quality and quantity of goods upon delivery before signing this receipt.
- This document serves as proof of delivery and acceptance of goods by the recipient.
- Any discrepancies or damages should be noted in the remarks column and communicated immediately.
- Both parties should retain copies of this document for future reference and audit purposes.