

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.