

Electronic Goods Received Delivery Receipt

Supplier Details

Name: ElectroTech Suppliers Ltd.
Address: 123 Technology Boulevard, Cityscape
Contact: +123 456 7890

Receiver Details

Name: Vertex Electronics Store
Address: 456 Retail Avenue, Market District
Contact: +987 654 3210

Document Info

Receipt No.: GRR-2024-0012

Date: 2024-06-14

Delivery Ref: DEL-2024-0745

Goods Received

#	Description	Model/Serial No.	Quantity	Remarks
1	LED Display Monitor 24"	LD-24A / SN1023456	10	
2	Wireless Keyboard	WK-9002 / SN7839201	15	
3	External Hard Drive 1TB	EHD-1T / SN4569821	8	Box 3 damaged
4	Bluetooth Speakers	BS-400 / SN2291882	20	

Received By

Name & Signature

Date: _____

Delivered By

Name & Signature

Date: _____

Important Notes

- Please verify goods for quantity, model, and physical condition upon receipt.
- Report any discrepancies, damages, or missing items to the supplier immediately.
- This document serves as official acknowledgment of receipt of listed goods.
- Keep this receipt for warranty and inventory records.