

# 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.