

Goods Received Delivery Confirmation Form

Supplier Name: _____

Received By: _____

Location: _____

Delivery Note No.: _____

Date Received: ____/____/____

Purchase Order No.: _____

Items Received

No.	Description of Goods	Quantity Delivered	Unit	Condition	Remarks
1	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____

Recipient Confirmation

Name: _____

Signature: _____

Date: ____/____/____

Supplier Delivery Representative

Name: _____

Signature: _____

Date: ____/____/____

Important Notes

- Verify all items upon receipt to ensure correct quantity and condition.
- Note any discrepancies or damages immediately under the "Remarks" section.
- Maintain this form as official documentation for future reference or claims.
- Signatures from both parties are required to confirm delivery and acceptance.
- Attach supporting documents (e.g. delivery note, purchase order) if necessary.