

# Goods Received Delivery Confirmation Form

Supplier Name: \_\_\_\_\_ Delivery Note No.: \_\_\_\_\_  
Received By: \_\_\_\_\_ Date Received: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Location: \_\_\_\_\_ 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.