

Delivery Receipt for Goods Received

Delivery Receipt No.: DR-2024-001

Date: 2024-06-15

Supplier: ABC Trading Co.

Address: 123 Business St., Metro City

Received By: XYZ Incorporated

Delivery Location: 789 Warehouse Rd., Metro City

Contact Person: Jane Doe

Contact No.: 555-1234

Goods Delivered

No.	Description of Goods	Quantity	Unit	Remarks
1	Laser Printer Model A1	4	Units	
2	Printer Toner - Black	8	Cartridges	
3	USB Printer Cable	4	Pieces	Cables included

Date & Time Received: _____

Condition of Goods: () Complete & In Good Condition () With Discrepancy (Specify):

Delivered By

(Signature over Printed Name)

Received By

(Signature over Printed Name)

Important Notes:

- This document serves as official proof that goods were delivered and received.
- All items and quantities should be checked before signing.
- Report any discrepancy or damage immediately upon receipt.
- Keep a copy of this receipt for record-keeping and auditing purposes.
- A signed receipt is binding confirmation of goods received in indicated condition.