

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.