

**ABC Corporation**  
123 Main Street, City, Country  
Phone: (123) 456-7890 | Email: info@abccorp.com

## Standard Delivery Receipt

For Goods Received

**Receipt No.:** DR-000123

**Date:** 2024-06-12

**Supplier Name:** XYZ Supplies Ltd.

**Supplier Address:** 234 Industrial Ave, City, Country

**Contact No.:** (234) 567-8901

**Delivered To:** ABC Corporation Warehouse

**Receiver Name:** John Smith

### Goods Received:

No.	Description	Unit	Quantity	Remarks
1	HP LaserJet Printer Model 1234	Unit	2	Intact
2	A4 Copy Paper (500 sheets/ream)	Ream	10	Intact
3	USB Keyboard	Piece	5	Box slightly dented

### Delivered By:

Name / Signature

Date: \_\_\_\_\_

### Received By:

Name / Signature

Date: \_\_\_\_\_

### Important Notes:

- This receipt confirms delivery and physical acceptance of the listed goods.
- Any discrepancies or damages should be recorded under 'Remarks' and reported immediately.
- Both parties should retain a signed copy of this document for records.
- This receipt forms part of the official purchase and inventory records.