

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.