

# Company Name

Address: 123 Sample Road, City, Country  
Phone: (123) 456-7890  
Email: info@company.com

# Delivery Receipt

No.: DR-2024-0001

Date: 2024-06-18

Delivered To: ABC Corporation  
Address: 456 Client Avenue, Main City  
Contact Person: Jane Doe  
Terms: COD  
Reference PO #: PO-2024-0023  
TIN: 123-456-789-000

No.	Description	Qty	Unit	Remarks
1	Sample Product A	20	pcs	Complete
2	Sample Product B	10	boxes	Complete
3	Sample Product C	5	packs	Partial

Received By:

Date & Time:

Delivered By:

Date & Time:

## Important Notes:

- This receipt serves as proof of delivery for items listed above.
- Always verify quantities and product specifications upon receipt.
- The receiver should sign and date this document as acknowledgment of delivery.
- Any discrepancies or damages must be indicated in the remarks section before signing.
- Keep this document for accounting and auditing purposes.