

# Partial Goods Delivery Confirmation Statement

Document No.: PGD-2024-0012

Date: 2024-06-30

## Seller Information

Company Name: Acme Supplies Ltd.  
Address: 123 Enterprise Ave, Anytown, USA  
Contact: +1 555-123-4567  
Email: sales@acmesupplies.com

## Buyer Information

Company Name: Global Trading Inc.  
Address: 789 Commerce Road, Metropolis, USA  
Contact: +1 555-987-6543  
Email: procurement@globaltrading.com

## Order Reference

Purchase Order No.: PO-2024-0093  
Order Date: 2024-06-20

## Delivered Goods (Partial Shipment)

No.	Description	Ordered Qty	Delivered Qty	Remaining Qty	Unit
1	Blue Office Chairs	100	65	35	Pcs
2	Aluminum Desks	50	30	20	Pcs
3	LED Desk Lamps	100	100	0	Pcs

## Delivery Details

Delivery Date: 2024-06-29  
Delivery Location: Global Trading Inc., 789 Commerce Road, Metropolis, USA  
Carrier: FastTrack Logistics  
Delivery Note: DN-2024-0065

## Statement

We hereby confirm receipt of the above-listed goods as a partial delivery against the referenced Purchase Order. The remaining items will be delivered as per the agreed timeline. This document serves as an official acknowledgment of the partial receipt and the pending quantities.

### Seller Authorized Signature

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

### Buyer Authorized Signature

Name: \_\_\_\_\_  
Title: \_\_\_\_\_

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

### **Important Notes**

- This document only covers partial delivery; remaining goods are yet to be delivered.
- Any discrepancies or damages must be reported immediately upon delivery.
- Further deliveries will be referenced against this statement and the original purchase order.
- Both parties must retain a copy for future record and reference.
- Acceptance of this document does not relieve the seller from completing the full order.