**DELIVERY RECEIPT**

|  |
| --- |
| [Company/Individual Name] |
| [Street Address] |
| [City, State, Zip] |
| [Phone Number] |
| [Email Address] |

**DELIVERY INFORMATION**

Description of delivered item(s): [Description]

|  |
| --- |
| [Delivery to] |
| [Street Address] |
| [City, State, Zip] |
| [Phone Number] |
| [Email Address] |

**SUMMARY OF CHARGE**

|  |  |  |
| --- | --- | --- |
| **Payment Method:** | **Delivery Charge** |  |
|[ ]  Cash | **Tax Rate** |  |
|[ ]  Credit (No.) | **Total Tax** |  |
|[ ]  Check (No.) | **Total Amount Due** |  |
|[ ]  Other: |  |  |

Comments: [Comment)

Received by: [Name]

|  |  |  |
| --- | --- | --- |
| [Signature] |  | [Signature] |
| **Recipient Signature** |  | **Delivery Person Signature** |