|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DELIVERY RECEIPT** | | | | | | | | | | |
| **[Name of supplying company]** | | | | | | | | | | |
|  |  |  |  | | | |  |  |  |  |
|  |  | Supplier's |  | |  |  |  |  |  |  |
|  |  | Address |  | |  |  |  |  |  |  |
|  |  | Date |  | Dear |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  | I hereby acknowledge receipt of the following in perfect condition and as per the set conditions of our supply from the [ ] (name of supplying company) | | | | | | |  |  |
|  |  | Description | | Quantity Delivered | Weight | Order No | Additional order info | | |  |
|  |  |  | |  |  |  |  | | |  |
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|  |  |  | |  |  |  |  | | |  |
|  |  | Invoice number | | | Date actually received | | | | |  |
|  |  | Recipient's signature | | | Recipient’s Name | | | | |  |
|  |  |  | | |  | | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |