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| --- |
|  **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 |  |
|  |  |   |   |   |   |   |  |
|  |  |   |   |   |   |   |  |
|  |  |   |   |   |   |   |  |
|  |  |   |   |   |   |   |  |
|  |  |   |   |   |   |   |  |
|  |  |   |   |   |   |   |  |
|  |  | Invoice number | Date actually received |  |
|  |  | Recipient's signature | Recipient’s Name |  |
|  |  |   |   |  |
|  |  |  |  |  |  |  |  |  |  |  |