**DELIVERY RECEIPT TEMPLATE**

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| DELIVERY RECEIPT | DATE | RECEIPT NO. |
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|  | **RECIPIENT INFO** | | | |
| Your Company Name | |  | Individual or Company Name | | | |
| 123 Main Street | |  | 456 Main Street | | | |
| Hamilton, OH 44416 | |  | Hamilton, OH 44416 | | | |
| (321) 456-7890 | Email Address |  | (321) 789-4560 | | Email Address | |
|  | | | | | | |
| DESCRIPTION | | | **QTY** | **PIECES / PKG** | | **TOTAL PKGS** |
|  | | |  |  | |  |
| THANK YOU | | | **TOTAL** | | |  |

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| **RECIPIENT SIGNATURE** |  | **www.yourorganizationwebsite.com** |

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| DESCRIPTION | | | **QTY** | **PIECES / PKG** | | **TOTAL PKGS** |
|  | | |  |  | |  |
| THANK YOU | | | **TOTAL** | | |  |

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| --- | --- | --- |
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