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| --- |
|  **SAMPLE DELIVERY RECEIPT TEMPLATE** |
|  **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 [ ]**  |  |  |
|  |  | **Description** | **Quantity Delivered** | **Weight** | **Order No** | **Additional order info** |  |
|  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |
|  |  | **Invoice number** | **Date actually received** |  |
|  |  | **Recipient's signature** | **Recipient’s Name** |  |
|  |  |   |   |  |
|  |  |  |  |  |  |  |  |  |  |  |