|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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** | | | | |  |
|  |  |  | | |  | | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |