horizontal line

Delivery Receipt Sample

**[Your Company Logo]**

**Delivery Receipt**

**Date:** [Date of Delivery]

**Customer Name:** [Customer Name]

**Customer Address:** [Customer Address]

**Customer Phone Number:** [Customer Phone Number]

**Customer Email**: [Customer Email]

**Order Details:**

| **Item No.** | **Description** | **Quantity** | **Unit Price** | **Total Price** |
| --- | --- | --- | --- | --- |
| 1 | [Description] | [Qty] | [Price] | [Total] |
| 2 | [Description] | [Qty] | [Price] | [Total] |
| 3 | [Description] | [Qty] | [Price] | [Total] |
| ... | ... | ... | ... | ... |

**Subtotal:** [Subtotal Amount]

**Tax (if applicable):** [Tax Amount]

**Total Amount:** [Total Amount]

**Delivery Details:**

**Delivery Date:** [Date of Delivery]

**Delivery Time:** [Time of Delivery]

**Delivery Address:** [Delivery Address]

**Delivery Contact:** [Delivery Contact Name]

**Delivery Phone:** [Delivery Contact Phone Number]

**Received By**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Signature)**

Thank you for choosing [Your Company Name]. If you have any questions or concerns regarding your delivery, please contact us at [Your Company Phone Number] or [Your Company Email].

**[Your Company Address]**

**[Your Company Website]**