



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]