

Delivery Receipt

Date: [Insert Date]

Delivery Receipt No: [Insert Receipt Number]

Sender Information

Name: [Sender's Name]

Address: [Sender's Address]

Contact Number: [Sender's Contact Number]

Recipient Information

Name: [Recipient's Name]

Address: [Recipient's Address]

Contact Number: [Recipient's Contact Number]

Delivery Details

Items Delivered:

- [Item 1 Description]
- [Item 2 Description]
- [Item 3 Description]

Total Weight: [Insert Weight]

Delivery Method: [Insert Delivery Method]

Signature

Signed by: [Recipient's Name]

Date of Receipt: [Insert Date]

Thank you for your business!