[A green sign with white text

Description automatically generated with medium confidence](https://www.smartsheet.com/try-it?trp=11304&utm_source=integrated+content&utm_campaign=/content/receipt-templates-microsoft-word&utm_medium=Delivery+Receipt+doc+11304&lpa=Delivery+Receipt+doc+11304&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w) **DELIVERY RECEIPT TEMPLATE**

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| **DELIVERY RECEIPT** | | | | |  | | **DATE** | |  | |
|  | |  | |  |  | | **RECEIPT NO.** | |  | |
|  | |  | |  |  | | **RECIPIENT INFO** | | | |
| Your Company Name  123 Main Street  Hamilton, OH 44416  (321) 456-7890  Email Address | | | | | | | Individual or Company Name  456 Main Street  Hamilton, OH 44416  (321) 789-4560  Email Address | | | |
|  | |  | |  |  | |  | |  |  |
| **DESCRIPTION** | |  | |  |  | | **QTY** | | **PIECES / PKG** | **TOTAL PACKAGES** |
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| THANK YOU | | | | | | |  | | **TOTAL** |  |
| **RECIPIENT SIGNATURE** | | | | | | |  | | yourorganizationwebsite.com | |
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| **DELIVERY RECEIPT** | | | | |  | | **DATE** | |  | |
|  | |  | |  |  | | **RECEIPT NO.** | |  | |
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| Your Company Name  123 Main Street  Hamilton, OH 44416  (321) 456-7890  Email Address | | | | | | | Individual or Company Name  123 Main Street  Hamilton, OH 44416  (321) 456-7890  Email Address | | | |
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| **DESCRIPTION** | |  | |  |  | | **QTY** | | **PIECES / PKG** | **TOTAL PACKAGES** |
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| THANK YOU | | | | | | |  | | **TOTAL** |  |
| **RECIPIENT SIGNATURE** | | | | | | |  | | yourorganizationwebsite.com | |

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