

Retail Store Delivery Receipt

Receipt No.

Enter Receipt Number

Date

YYYY-MM-DD

Time

HH:MM

Store Name

Enter Store Name

Address

Enter Address

Contact Person

Enter Contact Name

Delivered By (Driver)

Driver Name

Vehicle No.

Vehicle Number

Phone

Contact Number

Remarks

Any special instructions or delivery notes

No.	Description of Goods	Item Code	Quantity	Unit	Remarks
1					
2					
3					
4					

Received By

(Name/Signature & Date)

Delivered By

(Name/Signature & Date)