

# Delivery Acceptance Record for Local Consignments

Delivery No.: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Consignor (Sender): \_\_\_\_\_

Consignee (Receiver): \_\_\_\_\_

## Delivery Details

Item Description	Quantity	Condition	Remarks

## Acceptance Confirmation

I hereby confirm the receipt of the above consignment in accordance with the details stated above.

Received By (Name & Signature): \_\_\_\_\_ Date: \_\_\_\_\_

Delivered By (Name & Signature): \_\_\_\_\_ Date: \_\_\_\_\_

*Note: Please inspect the goods before accepting. Any discrepancies or damages should be reported immediately.*