

# Standard Proof of Delivery Receipt

Courier Services

Tracking Number:

Date:

Time:

## Sender Information

Name:

Address:

Contact Number:

## Recipient Information

Name:

Address:

Contact Number:

## Package Details

Description:

Weight:

No. of Packages:

## Delivery Acknowledgment

Recipient Signature:

Printed Name:

Date Received:

By signing above, the recipient acknowledges receipt of the above-mentioned package(s) in good condition.

## Courier Personnel

Name:

Signature:

