DELIVERY RECEIPT TEMPLATE

**RECIPIENT INFORMATION:**

**DATE:**

**RECEIPT NO.**

**DELIVERY RECEIPT**

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**

**TOTAL**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**RECIPIENT SIGNATURE**