

# Delivery Receipt

Date: \_\_\_\_\_  
Receipt No.: \_\_\_\_\_

## Sender Information

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact No.: \_\_\_\_\_

## Recipient Information

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact No.: \_\_\_\_\_

## Parcel Details

Description	Quantity	Weight	Remarks

## Delivery Details

Courier Name: \_\_\_\_\_  
Delivery Date: \_\_\_\_\_  
Time Delivered: \_\_\_\_\_  
Mode of Delivery: \_\_\_\_\_

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

\_\_\_\_\_  
Delivered By (Courier)