**DELIVERY RECEIPT TEMPLATE**

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| --- | --- | --- | --- |
| **DATE** |  | **RECEIPT NO.** |  |

**DELIVERY RECEIPT**

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|  |  |  |  |  |
|  | **RECIPIENT INFO** |
| Your Company Name |  | Individual or Company Name |
| 123 Main Street |  | 456 Main Street |
| Hamilton, OH 44416 |  | Hamilton, OH 44416 |
| (321) 456-7890 | Email Address |  | (321) 789-4560 | Email Address |
|  |
| **DESCRIPTION** | **QTY** | **PIECES / PKG** | **TOTAL PKGS** |
|  |   |   |  |
| **THANK YOU** | **TOTAL** |  |

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| **RECIPIENT SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ www.yourorganizationwebsite.com** |

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| **DESCRIPTION** | **QTY** | **PIECES / PKG** | **TOTAL PKGS** |
|  |   |   |  |
| **THANK YOU** | **TOTAL** |  |

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| **RECIPIENT SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ www.yourorganizationwebsite.com** |

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