

RECEIPT

Delivery receipt template
avoinvoice.com

FROM

Your business name _____

Address _____

Phone · email _____

RECEIVED FROM

Client name _____

Client address _____

Phone · email _____

RECEIPT #

DATE PAID

FOR INVOICE #

DELIVERY ADDRESS

DATE AND TIME DELIVERED

RECIPIENT SIGNATURE

PAYMENT METHOD

DESCRIPTION	QTY × RATE	AMOUNT
Items delivered: description, quantity		
Items delivered		
Delivery charge (base / distance)		
Stairs, waiting time, assembly		
Removal / return of old item		
Received in good condition? (Y / N, notes)		

NOTES

Items above received in the quantity and condition noted. Delivery charges paid as shown. Claims for damage must be noted on this receipt at the time of delivery.

Amount received _____

Balance remaining _____

TOTAL PAID _____