[](https://www.smartsheet.com/try-it?trp=8710&utm_source=integrated+content&utm_campaign=/business+receipt+templates&utm_medium=delivery+receipt+word&lpa=delivery+receipt+word&lx=aTc70UdkmkSlXbRINZt1_12F3tjZfBYMXSEruozjq1E)

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| **DELIVERY RECEIPT**  **ORGANIZATION LOGO** | |  | **DATE** |  | |
|  | **RECEIPT NO.** |  | |
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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** | |
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| **DESCRIPTION** | | | **QTY** | **PIECES / PKG** | **TOTAL PKGS** |
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| **THANK YOU** | | | TOTAL | |  |

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

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