

SENDER COPY

# DELIVERY NOTE

Signed-for Delivery Note — Two Copy

Delivery note # \_\_\_\_\_

Date dispatched \_\_\_\_\_

Order / PO reference \_\_\_\_\_

FROM (SENDER)

TO (RECIPIENT)

DESCRIPTION

UNIT

QUANTITY  
ORDERED

QUANTITY  
DELIVERED

TO FOLLOW

CONDITION / DELIVERY NOTES

Received by (printed name)

Signature

Date and time

✂ cut here — keep the top copy, leave the bottom copy with the recipient

RECIPIENT COPY

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Date and time