# Delivery Confirmation Form

**Purpose:** This document serves as official confirmation that the listed goods or packages have been received in full and in acceptable condition by the recipient. It helps record the delivery date, time, items delivered, and recipient acknowledgment.

## Delivery Information

**Delivery Date:** {deliveryDate}

**Delivery Time:** {deliveryTime}

**Delivery Location:** {deliveryLocation}

**Delivery Reference Number:** {deliveryReference}

## Recipient Details

**Full Name:** {recipientName}

**Contact Number:** {recipientContact}

**Email Address:** {recipientEmail}

**Identification Type:** {recipientIdType}

**Identification Number:** {recipientIdNumber}

## Delivered Items

|  |  |  |
| --- | --- | --- |
| **Item Description** | **Quantity** | **Condition** |
| {#items}{itemDescription} | {quantity} | {condition}{/items} |

## Notes

{notes}

## Additional Observations

{additionalObservations}

{#hasDiscrepancies}

Attention: The recipient has reported discrepancies upon delivery.

**Reported Discrepancies:** {discrepancyDetails}

{/hasDiscrepancies}

{^hasDiscrepancies}

**No discrepancies reported** at the time of delivery.

{/hasDiscrepancies}

## Recipient Acknowledgment

I, **{recipientName}**, confirm that I have received the above-listed item(s) in the quantity stated and in satisfactory condition, unless otherwise noted above.

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** {signatureDate}

## Delivery Personnel Details

**Name:** {deliveryPersonnel}

**Employee ID:** {personnelId}

**Signature (Digital or Physical):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** {deliveryDate}