# Delivery Note

**Purpose:** This document serves as a formal note accompanying a shipment of goods, providing details of items delivered. It is typically used by logistics and operations teams to confirm delivery contents without including pricing.

## Sender Information

**Company Name:** {senderCompany}

**Address:** {senderAddress}

**Contact Person:** {senderContact}

**Phone:** {senderPhone}

## Recipient Information

**Company/Name:** {recipientName}

**Address:** {recipientAddress}

**Contact Person:** {recipientContact}

**Phone:** {recipientPhone}

## Delivery Details

**Delivery Note Number:** {deliveryNoteNumber}

**Delivery Date:** {deliveryDate}

**Order Reference:** {orderReference}

**Carrier:** {carrier}

**Tracking Number:** {trackingNumber}

## Delivered Items

|  |  |  |  |
| --- | --- | --- | --- |
| **Item Code** | **Description** | **Quantity** | **Unit** |
| {#items}{itemCode} | {description} | {quantity} | {unit}{/items} |

## Additional Notes

{additionalNotes}

{#hasSignature}

## Recipient Acknowledgment

**Name:** {recipientSignatureName}

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

**Date:** {signatureDate}

{/hasSignature}

## Checklist

{#checklist}

* *{item}*

{/checklist}

**Issued by:** {issuedBy}

**Date of Issue:** {issueDate}