

# SAMPLE DELIVERY RECEIPT

Company Name: **Beachside Couriers**  
Street Address: **100 Ocean Blvd.**  
City, State, Zip: **Long Beach, CA 90812**  
Phone: **(562) 123-4567**  
Fax: **(562) 123-4500**  
Email: **info@beachsidecouriers.com**  
Website: **beachsidecouriers.com**

Date: **1/11/22**

Receipt #: **10002812**

## Delivery Information

Description of delivered item(s): **four boxes from Beach Catering Company; seven cases of beverages from Von's; utensils, paper plates, and paper cups from Party City**

Delivered to: **BOA corporate office**  
City, State, Zip: **Long Beach, CA 90811**

Street Address: **500 Cherry Ave.**  
Phone: **(562) 222-1212**

## Summary of Charge

Payment Method: <input type="checkbox"/> Cash <input type="checkbox"/> Other: _____	<input checked="" type="checkbox"/> Credit (No. <b>2828-2828-2828</b> )	Delivery Charge	<b>\$150</b>
	<input type="checkbox"/> Check (No. _____)	Tax Rate	<b>0</b>
		Total Tax	<b>0</b>
		Total Amount Due	<b>\$150</b>

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Received by: **John Doe**

Recipient Signature 

Delivery Person Signature 

