

Delivery Confirmation

A signed record that goods or work were delivered and received in acceptable condition, on a stated date — the trigger for payment to fall due.

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1. Parties and order reference

Identifies supplier and recipient and links to the purchase order or agreement.

2. Items delivered

Describes the goods or work and quantities delivered.

3. Delivery date and place

Records when and where delivery happened.

4. Condition on receipt

Notes the condition and any damage or shortfall observed at delivery.

5. Acceptance

The recipient's confirmation that delivery is accepted, subject to any noted issues.

6. Signature

The recipient's signature and date that make the confirmation proof.

Signatures — A

Signatures — B

Witness signature

Date: _____

Date: _____

Date: _____