

Delivery Note

Acme Corp
123 Business St, Commerce City, CA 90001
Phone: (555) 123-4567
Email: contact@acmecorp.com

Delivery Note No: DN-2025-001
Date: July 10, 2025
Purchase Order No: PO-2025-001

From:

Global Supplies Ltd
456 Trade Ave, Industry Town, NY 10001
Phone: (555) 987-6543
Email: sales@globalsupplies.com

Delivered To:

Acme Corp
123 Business St, Commerce City, CA 90001

Item	Description	Quantity Delivered
1	Office Chairs (Ergonomic)	10
2	A4 Printer Paper (500 sheets)	20
3	LED Desk Lamps	5

Notes:

- All items delivered as per Purchase Order PO-2025-001.
- Please inspect items upon receipt and report any discrepancies within 48 hours.
- Contact sales@globalsupplies.com for any issues.

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Received By:

Name: _____
Title: _____
Date: July 10, 2025

Delivered By:

Name: John Doe
Title: Delivery Manager
Date: July 10, 2025