

Your Company LLC

EIN 12-3456789 · Collects sales tax
500 Main Street, Suite 200 · Austin, TX 78701
(512) 555-0142 · contact@example.com

DELIVERY RECEIPT

No. AE-1

Delivery date: October 8, 2026

RECEIVER

Jordan Miller

DELIVERY

Reason for the delivery Equipment or tools for an employee Delivery place Main office
City Austin, TX
Description of what was delivered Equipment assigned for the accounting assistant position.
Delivered by (name) Maria Thompson

#	DESCRIPTION	QUANTITY	UNIT	SERIAL NUMBER OR REFERENCE	STATUS	AMOUNT
1	14" laptop	1	Unit	5CD1234XYZ	New	\$1,150.00
2	Headset with microphone	1	Unit		Used, good condition	\$65.00
Totals		2				\$1,215.00

Maria Thompson
Delivery

Jordan Miller
Accepted by