### horizontal line**Goods Return Delivery Note**

**Sender Details:**

* Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* City, State, ZIP Code: \_\_\_\_\_\_\_
* Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Recipient Details:**

* Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* City, State, ZIP Code: \_\_\_\_\_\_\_
* Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Goods Return Note Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Date of Issue:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Order/Invoice Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Reason for Return:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### **Items Being Returned**

| **Item No.** | **Description** | **Quantity** | **Unit Price** | **Total Price** |
| --- | --- | --- | --- | --- |
| 1 | [Item Name/Description] | [Quantity] | [Unit Price] | [Total Price] |
| 2 | [Item Name/Description] | [Quantity] | [Unit Price] | [Total Price] |
| ... |  |  |  |  |

**Total Amount:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Acknowledgment of Receipt:**I hereby confirm receipt of the returned goods as described above.

**Recipient’s Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_