**Acknowledgement of Receipt of Goods Template Guide**

Overview

You may prepare your own Acknowledgement of Receipt of Goods starting with the template below. This template is designed to be used once the goods sold have been delivered. The intended use is to obtain written acknowledgement that the goods sold were successfully delivered as described. This form could provide added protection during the dispute process, as certain chargeback types require written acknowledgement from the buyer that goods have been delivered.

How to Use the Contract Template

When you see Purple text delete the purple and input the information it requests.

Tips

* When you are done, change all font colors back to “black.”
* If you are attaching this contract to a Square Invoice, you will have to save the finalized agreement in PDF format locally on your system.
* Once it is saved as a PDF file, you can attach the file to the Square Invoice to send to your customer using the “Add Attachment” button under “More Options” in the invoice.

Within the acknowledgement template, there is a section in the header prompting you for your business contact information. We **highly recommend** always including this information so that your customer can sign the document and return it to you since they are unable to re-upload the attachment back to the invoice for return.

Legal Disclaimer

Square is not a law firm, an attorney or a professional advisor in any industry. Square provides this template to individuals who choose to prepare their own contractual documents. Square services and related documents and materials provided by Square do not constitute legal advice and are for your private use. Square does not review the information you provide for legal accuracy or sufficiency. If you need legal advice as to specific contract terms or have questions regarding a term’s applicability or enforceability, you should consult with a licensed attorney.

**Your Business Name Here**

**Your Business/Contact Email Here**

**Your Business Phone Number Here**

**Date of Delivery:** Write date of delivery here

**Description of Goods Delivered:** The Buyer received enter description of goods and quantity sold here from the Seller.

The undersigned individual hereby acknowledges the actual receipt and delivery of the ordered goods described on the invoice or contract previously provided to the customer. Further, acknowledgement of delivery includes that goods were inspected with care and that everything was delivered as described. The goods sold are subject to write the terms of your refund/cancellation policy here.

The undersigned individual hereto agrees to the foregoing as evidenced by their signature below.

Date\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Buyer Name, Buyer