**Acknowledgement of Receipt of Goods Template Guide**

Overview

You may prepare your own Acknowledgement of Receipt of Goods using the template below. This template is designed to be used once sold goods have been delivered. The intended purpose is to obtain written acknowledgement that goods sold have been successfully delivered. 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

Replace purple text with the indicated information.

Tips

* When you are finished, change all font colours back to “black”.
* If you are attaching this contract to a Square Invoice, save the finalised agreement in PDF format locally on your system.
* Once it is saved as a PDF, 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** including this information so that your customer can sign the document and return it to you. Note that they are unable to re-upload the attachment back to the invoice for return.

Legal Disclaimer

Square is not a law firm, a solicitor 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, we advise you to consult with a lawyer.

**Your Business Name Here**

**Your Business/Contact Email Here**

**Your Business Phone Number Here**

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

**Description of Goods Delivered:** The Buyer received [description of goods] from the Business. 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.

**Refunds:** If you are not completely satisfied with your purchase, you can contact us within [refund window] and we will issue you a refund.

**Warranty:** No refunds will be provided for the goods delivered as described under this contract and in accordance with your consumer rights (this does not affect your cooling off rights).

**Cooling off rights:** You have a legal right to change your mind within 14 days and receive a refund under the Consumer Contracts Regulations 2013, unless (i) Your goods are split into several deliveries over different days. In this case you have until 14 days after the day you (or someone you nominate) receives the last delivery to change your mind about the goods. (ii) Your goods are for regular delivery over a set period (for example [EXAMPLE]). In this case you have until 14 days after the day you (or someone you nominate) receives the first delivery of the goods.

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

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

 Buyer Name, Buyer

"This contract may be signed electronically or in hard copy. If signed in hard copy, it must be returned to the Business for valid record. Electronic signatures count as original for all purposes.

By typing their names as signatures below, both parties agree to the terms and provisions of this agreement."