

# Recipient Declaration



Dear Postal Customer,

We have received an enquiry order for a consignment addressed to you. In order to support our investigation, please let us know whether you have received the item.

**Declaration on**  Non Receipt  
 Receipt

Tracking Number

Name and adress of sender	Name and adress of recipient
Description of shipping content	

**Please tick and fill in the appropriate fields:**

I have received the shipment:

Date of acquisition (DD.MM.YYYY)	The cash on delivery of (in Euro)
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- I have paid the deliverer
- I have paid at the post office
- I have not paid

I have not received the item by post or by any other means.

In order to support a quick investigation process, we kindly ask you to return this form completely filled out and signed to our office (by e-mail, fax or letter) within three working days. Thank you very much for your assistance!

Place, Date: \_\_\_\_\_

Name in block letters: \_\_\_\_\_

Signature: \_\_\_\_\_

Kind regards,  
Your Business Customer Service