Receiving report

One per delivery. File it against the purchase order.

REPORT NO.

DATE AND TIME RECEIVED

SUPPLIER

PURCHASE ORDER NO.

CARRIER

PACKING SLIP / DELIVERY NOTE NO.

RECEIVED AT (SITE, DOCK)

CARTONS OR PALLETS RECEIVED

ITEM / SKU	DESCRIPTION	QTY ORDERED	QTY RECEIVED	CONDITION	VARIANCE

DAMAGE OR SHORTAGE NOTED ON THE CARRIER'S PAPERWORK? (Y/N)

RECEIVED AND CHECKED BY (PRINT NAME)

SIGNATURE

NOTES AND EXCEPTIONS

Receiving report form from dockcount.com/receiving-report. Free to copy and use.