

# RECEIVING RECORD

*Date* \_\_\_\_\_

*Received from* \_\_\_\_\_ *Address* \_\_\_\_\_

*For Order No.* \_\_\_\_\_ *Via* \_\_\_\_\_ *Charges* \_\_\_\_\_

*Delivered to* \_\_\_\_\_ *Dept.* \_\_\_\_\_

QUAN.	DESCRIPTION

*Goods Received and Checked by* \_\_\_\_\_