

Goods Receipt Form

A **goods receipt form** sample for the food and beverage industry helps streamline the process of receiving and verifying deliveries. It ensures accurate documentation of product quantities, quality, and condition upon arrival. This form is essential for maintaining inventory control and quality standards in food service operations.

Supplier & Delivery Information

Supplier Name		Delivery Note No.	
Date Received		PO Number	
Received By		Storage Location	

Goods Received Details

#	Product Description	Unit	Ordered Qty	Received Qty	Batch/Lot No.	Expiry Date	Condition (OK/Reject)	Remarks
1								
2								

Quality & Verification Checklist

Criteria	Yes	No	Comments
Temperature within acceptable range?			
Packing and labeling intact?			
Product free from damage or spoilage?			

Signatures

Received By (Name & Signature)		Date	
Checked By (Quality Personnel)		Date	

This form is to be completed at the time of goods receipt. All discrepancies or quality issues must be reported immediately to the supplier and procurement department.