

Goods Receipt Form Sample

This **goods receipt form sample** includes space for the supplier's signature to ensure accurate record-keeping and verification of delivered items. It streamlines the process of confirming receipt and condition of goods for inventory management. Utilizing this form helps maintain accountability and transparency between suppliers and recipients.

Supplier Name:

Supplier Address:

Delivery Note/Invoice Number:

Date of Receipt:

Received By:

Item Description	Quantity Ordered	Quantity Received	Unit	Condition	Remarks
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Good <input type="button" value="▼"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Good <input type="button" value="▼"/>	<input type="text"/>

Remarks/Comments:

Supplier Signature:

Name: _____

Date: _____

Recipient Signature:

Name: _____

Date: _____