

Supplier Delivery Record Form (Sample)

The **supplier delivery record form** sample is essential for the manufacturing industry to track and verify delivered materials efficiently. This form ensures accurate documentation of supplier performance and helps maintain quality control. Utilizing this standardized record supports streamlined inventory management and timely production schedules.

1. Supplier & Delivery Information

Supplier Name:		Delivery Date:	
Supplier Contact:		Received By:	
Purchase Order No.:		Delivery Note No.:	

2. Delivery Details

Item Description	Item Code	Ordered Qty	Delivered Qty	Unit	Condition	Remarks

3. Quality Inspection Report

Inspector Name:		Date Inspected:	
Inspection Result:	<input type="checkbox"/> Accepted <input type="checkbox"/> Rejected		
Comments:			

4. Signatures

Received By:	Signature:	Date:
Inspected By:	Signature:	Date: