

Goods Receipt Form Sample for Finished Goods

This **goods receipt form sample** for finished goods streamlines the process of verifying and recording incoming inventory. It ensures accurate documentation of product details, quantities, and delivery information. Utilizing this form helps maintain efficient inventory management and accountability.

1. Receipt Information

Date	_____	Receipt No.	_____
Received By	_____	Department	_____

2. Supplier & Delivery Details

Supplier Name	_____		
Delivery Note No.	_____	Delivery Date	_____
Vehicle No.	_____	Driver Name	_____

3. Goods Details

S/N	Product Name	Product Code	Batch/Lot No.	Quantity Received	UOM	Remarks
1	_____	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____	_____

4. Inspection & Verification

Inspected By	_____	Date	_____
Quality Check	<input type="checkbox"/> Passed <input type="checkbox"/> Failed <input type="checkbox"/> Needs Review		

5. Remarks

_____ _____ _____

6. Signatures

Received By	Inspected By	Approved By
_____	_____	_____