

Goods Receipt Form for Construction Materials

This **goods receipt form** sample for construction materials ensures accurate tracking and verification of received items on-site. It helps streamline inventory management by documenting quantities, delivery dates, and supplier details. Using this form minimizes errors and supports efficient project workflow.

Receipt Details

| | | | |
|-------------------|-------|-------------------|--------------------|
| Goods Receipt No. | _____ | Date | ____ / ____ / ____ |
| Supplier Name | _____ | Delivery Note No. | _____ |
| Project/Site Name | _____ | | |

Items Received

| Item Description | Unit | Quantity Ordered | Quantity Received | Remarks |
|------------------|-------|------------------|-------------------|---------|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

Received By:

Name: _____

Signature: _____

Date: ____ / ____ / ____

Checked By:

Name: _____

Signature: _____

Date: ____ / ____ / ____