

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: ____ / ____ / _____