

General Receipt For Goods Received

Date: _____
Receipt No.: _____

Supplier Information

Name	Contact	Address
_____	_____	_____

Goods Received Details

Item Description	Quantity	Unit	Condition	
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Total Items Received: _____

Additional Notes/Comments

Received By
(Name & Signature)
Date: _____

Delivered By
(Name & Signature)
Date: _____