

Goods Receipt Form

This **goods receipt form sample** includes a dedicated quality inspection section to ensure all received items meet the required standards. It streamlines the verification process by documenting the condition and quantity of goods upon arrival. Utilizing this form helps maintain accurate records and improves inventory management efficiency.

Goods Receipt Details	
Supplier Name	Delivery Note No.
PO Number	Date Received
Received By	Warehouse/Location

Goods Information						
Item No.	Description	Unit	Quantity Ordered	Quantity Received	Remarks	Location in Warehouse

Quality Inspection				
Item No.	Visual Inspection (Pass/Fail)	Quantity Inspected	Non-Conformance Details	Inspector Initials

Additional Notes/Comments	

Received By (Signature):		Date:	
Inspected By (Signature):		Date:	