

# 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:	