### RECEIVING ORDER

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| **Purchase Order No:**  | **Work Order No:** |
| **Invoice No:**  | **Received From:**  |
| **Invoice Amount:**  | **Received At:**  |
| **Shipped By:**  | **Prepaid: Charges:**  |
| **Collect: Charges:**  |

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| **All** damages (including to cardboard boxes and crates) and shortages must be recorded on **ALL** copies of the delivering carrier's Freight Bill. The delivery person must sign his/her name and date on **ALL** Freight Bill copies. Send OUR copy of the Freight Bill to the Purchasing Department with this Receiving Report. (Include the Expense Report for all collect payments.) |

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| **P.O.****ITEM NO** | **QTY****RECEIVE** | **STOCK****NO** | **UNIT OF****MEASURE** | **DESCRIPTION** | **CONDITION** |
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## Comments (Explain damages, shortages, substitutions, etc.)

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## Action to be taken

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| **COMPLETE ORDER** | **RECEIVED BY:** | **DATE** |