### RECEIVING ORDER

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

|  |
| --- |
| **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.) |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **P.O.**  **ITEM NO** | **QTY**  **RECEIVE** | **STOCK**  **NO** | **UNIT OF**  **MEASURE** | **DESCRIPTION** | **CONDITION** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

## Comments (Explain damages, shortages, substitutions, etc.)

|  |
| --- |
|  |
|  |
|  |

## Action to be taken

|  |
| --- |
|  |
|  |
|  |

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