

RECEIVING ORDER

Purchase Order No:

Invoice No:

Invoice Amount:

Shipped By:

Work Order No:

Received From:

Received At:

Prepaid: _____ Charges: \$ _____

Collect: _____ Charges: \$ _____

Report all damages (including damage to cardboard boxes and crates) and shortages on all copies of the delivering carrier's freight bill and have the delivery person sign his/her name and date on all freight bill copies. Send the freight bill to the Purchasing Department with the Receiving Report. (Include Expense Report for collect payments.)

P.O. ITEM	QUANTITY RECEIVED	STOCK NUMBER	UNIT OF MEASURE	DESCRIPTION	CONDITION

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

Action to be taken

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___	COMPLETE ORDER	_____	RECEIVED BY	_____	DATE
___	COMPLETE ORDER	_____	RECEIVED BY	_____	DATE