

Goods Received Receipt

Receipt No.:	GRR-2024-001	Date:	2024-06-01
Received From:	ABC Supplies Ltd.	Supplier Contact:	012-345-6789
Delivered To:	Main Warehouse	Received By:	Jane Smith
Reference PO No.:	PO-5544		

#	Description	Quantity	Unit	Remarks
1	500ml Bottled Water	120	pcs	-
2	Cardboard Boxes (Large)	20	pcs	No damage found
3	Bubble Wrap Rolls	10	rolls	-

Received By

Name & Signature

Checked By

Name & Signature

- This document serves as official proof of goods received in satisfactory condition.
- All quantities and descriptions should be checked before signing.
- Any damaged or missing items must be noted in the remarks column at the time of receipt.
- Keep this receipt for reference and reconciliation with related purchase orders and invoices.