

Goods Receipt Acknowledgement Form

Date of Receipt

Receipt No.

Received By

Supplier Name

Delivery Ref. (PO/Invoice No.)

Item Description	Quantity Received	Unit	Remarks

Additional Remarks

The undersigned hereby acknowledges receipt of the goods listed above in acceptable condition unless otherwise stated.

Receiver's Signature

Date:

Supplier/Delivery Personnel

Date:

Important Notes:

- This form should be completed immediately upon receiving goods.
- Quantities and condition of items must be checked before signing.
- Keep a copy of this form for your records and reconciliation.
- Acknowledgement does not waive rights regarding subsequent found defects or shortages.