

# COMPANY NAME HERE RECEIVING ORDER

Purchase Order No: \_\_\_\_\_ Work Order No: \_\_\_\_\_  
 Invoice No: \_\_\_\_\_ Received From: \_\_\_\_\_  
 Invoice Amount: \_\_\_\_\_ Received At: \_\_\_\_\_  
 Shipped By: \_\_\_\_\_ 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**

\_\_\_ COMPLETE ORDER \_\_\_\_\_ RECEIVED BY \_\_\_\_\_ DATE \_\_\_\_\_  
 \_\_\_ COMPLETE ORDER \_\_\_\_\_ RECEIVED BY \_\_\_\_\_ DATE \_\_\_\_\_