

Materials Received Receipt

Receipt No.

Enter receipt number

Date

Supplier Name

Company or Supplier

Received By

Staff name

Delivery Address

Enter address

Materials Received

Item Description	Quantity	Unit	Remarks
<div>E.g. Cement</div>	<div></div>	<div>Bags</div>	<div></div>
<div></div>	<div></div>	<div></div>	<div></div>
<div></div>	<div></div>	<div></div>	<div></div>

Notes

Any additional notes

Received By (Signature & Date)

Supplier/Delivery Person (Signature)