

Shop Inventory Item Receipt

Receipt No:

Date:

____/____/____
Supplier Name:

Received By:

Supplier Contact:

Reference/Order No:

| # | Item Description | SKU / Code | Quantity | Unit | Unit Price | Total |
|-------------|------------------|------------|----------|-------|------------|-------|
| 1 | _____ | _____ | _____ | _____ | _____ | _____ |
| 2 | _____ | _____ | _____ | _____ | _____ | _____ |
| 3 | _____ | _____ | _____ | _____ | _____ | _____ |
| Grand Total | | | | | | _____ |

Notes / Comments:

Received By Signature

Supplier Signature