

# Warehouse Receipt

Receipt No: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Warehouse Name: \_\_\_\_\_

Warehouse Address: \_\_\_\_\_

Consignor Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Consignee Name: \_\_\_\_\_

Contact: \_\_\_\_\_

## Storage Details

Storage Location	Section/Bin No.	Rack/Shelf	Pallet No.
_____	_____	_____	_____

## Inventory Details

Item No.	Description	Category	Unit	Quantity	Batch/Lot No.	Manufacture Date	Expiry Date	Remarks
1	_____	_____	_____	_____	_____	____/____/____	____/____/____	_____
2	_____	_____	_____	_____	_____	____/____/____	____/____/____	_____

Received By:

(Name & Signature)

Checked By:

(Name & Signature)

Authorized By:

(Name & Signature)

Notes / Special Instructions:

\_\_\_\_\_