

# 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: \_\_\_\_\_  
\_\_\_\_\_