

Goods Receipt Documentation for Returned Items

Document No.: _____ | Date: _____

Return Information

Supplier: _____
Contact Person: _____
Reference No.: _____
Return Reason: _____

Returned Items

No.	Item Code	Description	Qty Returned	Unit	Remarks
1	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____

Remarks

Received by

Name: _____
Date: _____
Checked by

Name: _____
Date: _____
Approved by

Name: _____
Date: _____