

# Goods Acceptance Report

Date

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Report No.

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Warehouse / Location

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Supplier

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Delivery Note No.

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Received By

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## Goods Details

No.	Item Description	Item Code	Qty Ordered	Qty Received	Units	Condition	Remarks

Remarks

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Received By

(Name & Signature)

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Supplier / Courier

(Name & Signature)

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Checked By

(Name & Signature)