

Goods in checklist

Work down the page. Check against the order, never against the delivery note.

ORDER NUMBER

DATE RECEIVED

RECEIVED BY

BEFORE THE DRIVER LEAVES

- ☐ Count the boxes against the delivery note.
- ☐ Look at every box. Note anything crushed, wet or already open.
- ☐ Write any damage on the carrier paperwork before signing.
- ☐ If there is no time to check, sign it as unchecked.

COUNT AGAINST THE ORDER

SKU	DESCRIPTION	ORDERED	RECEIVED	SHORT	DAMAGED

SHORTAGES, DAMAGE AND ANYTHING NOT ORDERED

Supplier told on

By

- ☐ Stock entered in Shopify as received, not as ordered.