Boutique Inventory Receiving Checklist

Receiving Details

Date Received		Supplier Name	
Purchase Order #		Received By	
Invoice #		Carrier	

Checklist

- Inspect packaging for visible damage
- Verify correct number of boxes/packages
- Cross-check items with packing list or invoice
- Check quantities for each item received
- Inspect items for quality and damage
- Report any discrepancies or damages
- Record items into inventory system
- Store items in appropriate area

Items Received

SKU/ID	Product Name/Description	Quantity Ordered	Quantity Received	Condition	Notes

Received By (Signature)

Date