

# Small Electronics Store Receiving Checklist

## Shipment Details

Date:

Received By:

Supplier:

Invoice #:

PO #:

## Item Checklist

Item Description	Model/Serial #	Qty Expected	Qty Received	Checked	Notes
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	

## Condition & Packaging

Damages/Shortages:

Notes:

## Receiver Signature

Name:

Signature:

Date: