Seasonal Goods Warehouse Intake Sheet

| Date Received | | | | | |
|-----------------------|------------|----------|------|-----------|---------|
| Time Received | | | | | |
| Warehouse Location | | | | | |
| Received By | | | | | |
| Supplier Name | | | | | |
| Supplier Contact | | | | | |
| Order / Reference No. | | | | | |
| Season / Period | | | | | |
| Notes / Comments | | | | | |
| | | | | | |
| Item Description | SKU / Code | Quantity | Unit | Condition | Remarks |
| Checked By | | | | | |
| | | | | | |
| Date | | | | | |
| Supervisor Signature | | | | | |
| Date | | | | | |
| | | | | | |