## **Hotel Housekeeping Supplies Receiving Report**

| Date Received                    |                  |                   |      |         |
|----------------------------------|------------------|-------------------|------|---------|
|                                  |                  |                   |      |         |
| Time Received                    |                  |                   |      |         |
|                                  |                  |                   |      |         |
| Received By                      |                  |                   |      |         |
|                                  |                  |                   |      |         |
| Supplier                         |                  |                   |      |         |
|                                  |                  |                   |      |         |
|                                  |                  |                   |      |         |
| Delivery Reference / Invoice No. |                  |                   |      |         |
|                                  |                  |                   |      |         |
|                                  |                  |                   |      |         |
| Item Description                 | Quantity Ordered | Quantity Received | Unit | Remarks |
|                                  |                  |                   |      |         |
|                                  |                  |                   |      |         |
| Checked By                       |                  |                   |      |         |
|                                  |                  |                   |      |         |
| Department                       |                  |                   |      |         |
|                                  |                  |                   |      |         |
| General Remarks                  |                  |                   |      |         |
|                                  |                  |                   |      |         |