

Electronics Goods Receiving Checklist

Receiving Details

Goods Received By	
Date	
Supplier	
Delivery Note/Invoice No.	
Order/PO Number	
Location	

Goods Details

Item Name / Description	Model/Serial No.	Quantity Ordered	Quantity Received	Unit

Checklist

Check	Status	Remarks
Packaging intact & undamaged	<input type="checkbox"/>	
Correct model and quantity	<input type="checkbox"/>	
No visible physical damage	<input type="checkbox"/>	
Included accessories & documentation	<input type="checkbox"/>	
Functional testing performed	<input type="checkbox"/>	
Serial numbers verified	<input type="checkbox"/>	

Additional Notes

Receiver's Signature

Date:
Checked By

Date: