

# Perishable Goods Receiving Checklist

Date:  Received By:

Supplier:

Invoice #:

## Visual Inspection

☐

Packaging is intact and clean

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No visible damage or contamination

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All labels present (date, product, supplier)

## Temperature Control

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Temperature checked upon arrival

Temperature Reading:  Â°C / Â°F

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Temperature is within acceptable range

## Product Quality

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Appearance and color are acceptable

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No off odor

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Proper texture/firmness

## Documentation

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Delivery note/invoice received

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Expiry date checked

☐

Quantity matches order

Notes / Issues

