



RECEIPT OF DELIVERIES SHEET

Site; _____ . Week Commencing _____ .

Return this weekly to your manager / owner / operator

Day / Date	Company Delivering	Tick if Order is Correct	Delivery Ticket No.	Returns or Shortages (list) Damaged Goods /Out of Date/Or To Close to Use By date/Give Reason Too	Drivers Sig for Returns	Temp on delivery (see notes)	Comments	Sig of Who Took In Goods
Example 4 th July	Brakes	X	1134	2 x 800g Kidney Beans - dented tins 1 x 1kg Chicken Tikka meat – stains on box	A. Dent	Ambient Frozen – 35oC	Non – Check Credit Note Comes through!	J.Stone

Frozen Goods should be always lower than –18 oC – Fresh & Ambient less than 5 oC

