

# **RECEIVING RECORD**

P.O. Number
Date Received
Customer #

**RECEIVED FROM**

Name _____
Address _____
City _____ State _____ Zip _____
Telephone _____ Fax # _____

P.O. NUMBER	RECEIVED BY	SHIPPED BY	COMPLETE	BACK ORDERED	TOTAL # OF PIECES	CONDITION
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# ORDERED	# RECEIVED	# BACKORD'D	ITEM NUMBER	DESCRIPTION

**NOTES :**

***THIS REPORT MUST BE  
COMPLETE AND ACCURATE***

Received By

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