



## **Goods Receiving Note**

**Contractor/Company:**

\_\_\_\_\_

**Location**

\_\_\_\_\_

**Handed over by (name):**

\_\_\_\_\_

**Received by (name):**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

<b>Serial</b>	<b>Item Description</b>	<b>Quantity</b>	<b>Purpose</b>	<b>Remarks</b>
<b>1</b>				
<b>2</b>				
<b>3</b>				
<b>4</b>				
<b>5</b>				
<b>Total</b>				

Name and signature of Receiver: \_\_\_\_\_

Name and signature of Issuer: \_\_\_\_\_

Name and signature of witness:

**Name and signature of official Authority:**

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**Note: Received good are sole responsible of recipient.**