## **DELIVERY INSPECTION RECORDS**

All deliveries must be checked to monitor quality and condition of goods before the paperwork is signed.

Reject any damaged or contaminated goods, notifying management as soon as possible.

Returns should be detailed on a separate form, a copy of which is retained for records.

Week Beginning.....

DATE	SUPPLIER/	GOODS RECEIVED	QUANTITY RECEIVED	BATCH CODE	BEST BEFORE	TEMP. OF BATCH	DELIVERY NOTE REF	INSPECTED BY
	OOMI 70141	REGEIVED	KLOLIVLD	OODL	DEI ORE	Bitton	NOTERE	