Delivery Receiving Checklist

Date:		Vendor:	
Invoice #:		Received by:	

Template from Till Post (tillpost.com). Free to copy and adapt for your own business.

Check	OK	Problem	Notes / action
Delivery arrived during operating hours; correct vendor and driver			
Truck clean and organized; refrigerated truck holding cold			
Cold space cleared in walk-in and freezer before unloading			
Case count matches the invoice			
Items match the order guide (product, size, brand)			
Packages intact: no punctures, tears or broken seals			
Cans free of dents, rust and bulging ends			
Labels present; dates acceptable			
Frozen items frozen solid, no large ice crystals or pooled liquid			
Cold items checked with a clean, calibrated thermometer (record below)			
No mold, pest damage, off odor or abnormal color			
Prices on invoice match the quote or price list			
Shorts, substitutions and rejected items written on the invoice before signing			
Product put away promptly: cold first, frozen next, dry last			

Temperature readings

Product	Reading (°F)	Accept / reject	Limit used (name the code or vendor spec)

Receiving limits depend on the product and the code that applies to the permit. Fill in the limit used rather than relying on a number printed here.

Signature: