

Future Design & Engineering Corporation

Receiving Inspection Checklist/Receiver

Date of Receipt ____/____/____
Sheet __ of __

Vendor/Supplier/Subcontractor _____
Address _____

Phone _____

Purchase Order / Contract No. _____/_____ Delivery Order No. _____

Invoice No. _____

Certificate / Test Report Date (if applicable) __/__/__

Item No.	Description	Part No.	Quantity					
			Ordered	Packslip	Rcvd	Insp'd	Reject	Accept
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

Reference: Quality Inspection Procedure, QPM-002

Received items shall be tagged/stamped as Accepted/Rejected

Exceptions:

- Handling/shipping defects
- Discrepancy between quantities shipped and received
- Improper paper work
- Incomplete and/or incorrect documentation
- Discrepancies regarding functional characteristics

Explanation:

Received by: _____