Goods receipt log

Business name: _____

Location (premises, vehicle): _____

Limit chilled (°C): _____

Limit frozen (°C): _____

Check the temperature, packaging, label and use-by date on delivery. Keep invoices and delivery notes so you can trace every product back to its supplier.

Date	Supplier	Product	Quantity	Invoice, delivery note no.	Lot number	Use-by date	Temperature °C	Packaging, label OK (Y/N)	Look, smell OK (Y/N)	Received by (name, signature)

Free template: www.ezlinego.com/en/haccp-templates. Easier on your phone with the EZLineGo app. Keep the records as long as your HACCP plan and the rules in your country require.