



# Customer Receiving Checklist

**Customer:**

**Purchase Order:**

|   |   |             |  |
|---|---|-------------|--|
| 1 | Received Date:  | Time:       |  |
| 2 | Carrier:  |             |  |
| 3 | Package Type: Box    Pallet    Crate    Loose   | # Packages: |  |
| 4 | Package Condition:<br>Note any FOD, damage, or any discrepancies in the back of this form and notify your supervisor                          |             |  |
| 5 | Take <b>MULTIPLE</b> photos of <b>OUTSIDE, OPEN, HOW IT WAS PACKAGED (ALL SIDES)</b>  |             |  |
| 7 | Hardware Description:   |             |  |
| 8 | Copy PO. Place copy with package. Staple original PO and this checklist together and give to check-in clerk to assign WO# and scan documents. |             |  |

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

|    |   |  |
|----|---|--|
| 7  | Assign Work Order #   |  |
| 8  | Highlight all pertinent information on PO (PO#, S/N, Lot#, Process Instructions/Specs, etc.)<br>Enter PO / WO information into Work Order Log |  |
| 9  | Scan PO into PO Folder  |  |
| 10 | Email Customer to acknowledge receipt of PO. Also inform customer of Estimated Completion Date and any other issues noted upon receiving.     |  |
| 11 | Make Work Order Label (one for each box/package) and place label(s) on packages.  |  |
| 12 | Staple original PO and this Checklist together, and give to quality for Contract Review and Traveler Creation                                 |  |

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

**All above steps must be completed within 24hrs of receiving the P.O.**