



Customer Receiving Checklist

Customer:

Purchase Order:

1	Received Date:	Time:	
2	Carrier:		
3	Package Type: Box Pallet Crate Loose	# Packages:	
4	Package Condition: Note any FOD, damage, or any discrepancies in the back of this form and notify your supervisor		
5	Take MULTIPLE photos of OUTSIDE, OPEN, HOW IT WAS PACKAGED (ALL SIDES)		
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.) 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.