****

**WAYBILL NO :** [waybill number] **DATE :** [date]

**LOCATION :** [location]

**UGEE REFERENCE NO :** [company id]

**CUSTOMER REF NO :** [c ref]

**CUSTOMER NAME :** [customer]

**DELIVERY ADDRESS :** [delivery address]

**VEHICLE NO :** [vehicle number] **TRANSPORTER :** [transporter]

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S/N** | **PRODUCT DESCRIPTION** | **ITEM CODE** | **NO OF PACKAGES** (Bags/Boxes) | **QTY** (MT/NOs) | **ACCEPTED QTY** | **REMARK** |
|  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |
|  | **TOTAL :** |  | [package total] | [qty total] |  |  |

REMARKS TO BE MENTIONED BY RECEIVER:

MATERIAL RECEIVED IN GOOD AND ACCEPTABLE CONDITION? Yes / No. (If NO please fill below details)

**DAMAGED QTY :** [damage] **SHORTAGE QTY :** [shortage] **BATCH NO :** [batch]

|  |  |  |
| --- | --- | --- |
| RECEIVED BY  **Name:** [whse tech]  **Date:** [receive date] | DELIVERED BY  **Name:** [driver]  **Date:** [delivery date] | AUTHORISED BY  **Name:** [approver]  [status]  **Date:** [approval date] |