Delivery check *before you sign.*

Mise

01 **Weigh it.**

02 **Count it.**

03 **Check the dates.**

04 **Then sign.**

supplier _____ date _____ time _____ order / PO no. _____

item	unit	ordered	received	short	use by	ok
						☐
						☐
						☐
						☐
						☐
						☐
						☐
						☐
						☐
						☐
						☐
						☐
						☐
						☐
						☐
						☐
						☐
						☐

Short or near expiry? Write it on the supplier's delivery note before you sign, and keep a copy.

received by _____ lines short _____ signature _____