

Delivery Acceptance Form

Stock and kitchen · Event-based

Delivery details

Business name	Date / time
Supplier	Invoice / dispatch note no.
Accepted by	Vehicle registration / courier

Door check

Question	Yes	No	Initials	Notes
Is the invoice or dispatch note in the vehicle?	☐	☐		
Does the number of cases match the invoice?	☐	☐		
Was the temperature of chilled goods read and recorded?	☐	☐		
Is the expiry date within the acceptance limit?	☐	☐		
Is the packaging undamaged?	☐	☐		
Do the label and product name match the invoice?	☐	☐		

Accepted items

Product	Ordered	Received	Expiry date	Temperature	Accepted

Rejected, missing, and returned items

Signature

Signature of person accepting

Supplier / driver

Time

This form is a checklist for training purposes. It does not change your municipal, food registration, or occupational health obligations. Confirm local requirements in writing.