Receiving Log (Example)

Establishment Name: Kate's Kitchen
Establishment Address: 1234 Blonde Ave.
City / State / Zip: Des Moines, IA 50319
Phone: (111) 111-1111

Date	Supplier Name	Supplier Address	Items Received	Quantity	Cold Storage	Frozen Storage	Dry Storage	Notes
07/01/2022	Downtown Supermarket	Des Moines, IA	Clamshell containers	4 cases			X	Medium size - Receipt filed
			10 lb. bags of brown sugar	10			X	
			Paper plates	4 - 100 ct			X	
07/01/2022	Favorite Grocery	Ankeny, IA	10 lb. Peaches		X			Very ripe - discounted - receipt filed
			Dried Noodles	50 bags			X	One lb. bags, Egg noodles
			Ketchup	12			X	24 oz bottles
07/02/2022	HMI Food Distributors	Delivered	Eggs	1	X			30 dozen case - Invoice filed
			Saltine Crackers	2			X	Cases, 10 boxes each
			Sweet Relish	5			X	24 oz jars
			Mustard	2			X	Gallon
			Bleach	5			X	Gallon
			Berries	12		X		16 oz bags, Blue, Ras & straw mix
			Whole Milk	5	X			Gallons
			Half & Half	3	X			Quarts
			Butter	10 lbs	X	X		2 refrigerated, 8 frozen