

Receiving inspection checklist

PROJECT WORKSHEET / Complete with your project information

Order / shipment reference

Received by / date

Packaging condition

Product / drawing revision

Ordered / received quantity

Appearance / agreed checks

Accompanying documents

Discrepancy / follow-up owner

BEFORE YOU SEND

Inspect packaging before unpacking. Retain photographs, labels and the order reference if a discrepancy is found. Follow the handling and acceptance requirements agreed for the project.

到货检查清单

项目沟通参考表 · 请按实际项目填写

订单编号 / 运输单号

收货人 / 日期

外包装状态 / 照片编号

产品名称 / 图纸版本

订单数量 / 实收数量

外观 / 约定检验项目

随货资料 / 是否齐全

异常说明 / 跟进人

使用说明

拆包前检查包装。如有异常，请保留照片、标签和订单编号，并按项目约定的搬运方式及验收要求进行处理。