

Warehouse Daily Activity Report

Company name	Company Logo
Warehouse name	
Warehouse location	
Warehouse manager	
Date	
Report No.	

	Commodity received											
Item code Item description Category Time weight Item weight Shipment No. B/L or Waybill Supplier name Units received Row/Slot location Current stock level												

Commodity received inspection

Item code	Quantity	WRO	Quality	Expiration date	Labeling

	Commodity dispatched											
Item code	Item description	Category	Time	Item weight	Shipment No.	B/L or Waybill	Units dispatched	Client info	Destination	Current stock level		

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Notes:							
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	epared by:						
Signature:		 					
					:	Stamp	
Warehous	e manager:	 					
Signatare.		 	_				