

Warehouse Daily Activity Report

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

	Commodity received											
										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		

Notes:						
Report pre	pared by:	 				
Signature:		 				
				5	Stamp	
Warehous	e manager:	 				
Signature:		 				

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