

# BUCKEYE FBA PREP LLC

71 Outerbelt St, Columbus OH 43213 | www.buckeyefba.com

FORM 001

## Shipment Receiving Log

|                        |  |                        |  |
|------------------------|--|------------------------|--|
| Date Received:         |  | Time Received:         |  |
| Client Name:           |  | Client Account #:      |  |
| Carrier:               |  | Tracking Number:       |  |
| # of Cartons Expected: |  | # of Cartons Received: |  |
| Purchase Order #:      |  | Amazon Shipment ID:    |  |

### ☐ Unit Count Verification

| ASIN / SKU | Product Description | Qty Expected | Qty Received | Condition | Pass / Fail |
|------------|---------------------|--------------|--------------|-----------|-------------|
|            |                     |              |              |           |             |
|            |                     |              |              |           |             |
|            |                     |              |              |           |             |
|            |                     |              |              |           |             |
|            |                     |              |              |           |             |
|            |                     |              |              |           |             |
|            |                     |              |              |           |             |

### ☐ Arrival Condition Check

|                                                                                                |                                                                                               |
|------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| <input type="checkbox"/> <input type="checkbox"/> Cartons intact — no crushing or water damage | <input type="checkbox"/> <input type="checkbox"/> Shrink wrap / tape intact on all cartons    |
| <input type="checkbox"/> <input type="checkbox"/> Unit count matches purchase order            | <input type="checkbox"/> <input type="checkbox"/> No obvious product damage visible           |
| <input type="checkbox"/> <input type="checkbox"/> Expiry dates checked (if applicable)         | <input type="checkbox"/> <input type="checkbox"/> Items match product description / ASIN      |
| <input type="checkbox"/> <input type="checkbox"/> Photos taken of all cartons on arrival       | <input type="checkbox"/> <input type="checkbox"/> Client notified of arrival via email / text |

### Damage / Discrepancy Notes

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*Received By (Print Name)*

*Signature*

*Date*