

Enterprise Name \_\_\_\_\_ Number \_\_\_\_\_

PURCHASING AND RECEIVING RECORD

Crop \_\_\_\_\_ Plants Ordered \_\_\_\_\_

Check how plants will be grown: Container \_\_\_\_\_ Bench: \_\_\_\_\_

Varieties	Total Plants Ordered by Varieties
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Supplier Name \_\_\_\_\_ Salesperson \_\_\_\_\_

Order Placed \_\_\_\_\_ (Date) Ordered by: \_\_\_\_\_ Telephone \_\_\_\_\_  
(Check one) \_\_\_\_\_ Salesperson Visit \_\_\_\_\_  
\_\_\_\_\_ Mail \_\_\_\_\_  
\_\_\_\_\_ Picked Up \_\_\_\_\_

Confirmation Received \_\_\_\_\_ (Date) To be shipped \_\_\_\_\_ (Date)

Type of Carrier \_\_\_\_\_ Shipment Received \_\_\_\_\_ (Date)

Conditions after Inspection \_\_\_\_\_  
\_\_\_\_\_

Date Planted \_\_\_\_\_ No. days from shipment arrival until planting \_\_\_\_\_

How were plants stored from receiving date to planting time? \_\_\_\_\_  
\_\_\_\_\_