

***Directions: (Assignment is worth 50 points)***

**ACTIVITY: Completing a Receiving Record**

Complete a Receiving Record using the following information:

Date: Today’s Date Via: Swift Transportation

Purchase Order: #1234 Freight Bill #: 56789

Item: 200 crates of strawberries Item #A4567

Weight: 10 lbs. each crate Received By: Your name

Received from: AgriCenter International, 7777 Walnut Grove Road | Memphis, TN | 38120

Remarks/Notes: Must be kept refrigerated

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

