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| **Receiving Log****Instructions:** Use this Log for recording receipt of food products, packaging materials and other incoming goods. Record any corrective action taken on the Receiving Log. Management will review & verify records before signing & dating this log within 7 working days. Logs will be retained by **“ENTER COMPANY NAME HERE”** for Recordkeeping.  |
| **Date** | **Invoice Number or Sales Location** | **Product Name and Size** | **Lot #, Best By Date or other Identifier** | **Temperature at Receiving (N/A if shelf stable)** | **Corrective Action Taken** | **Employee Initials/Date** |
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