**Upshur Human Resources, Inc.**

**8 Cleveland Avenue**

**Buckhannon, WV 26201**

**Merchandise Received**

**Merchandise Received From:**

|  |  |
| --- | --- |
| **Number of Items Received** | **Description of Items Received** |
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**Signature of Employee Verifying Delivery:**

**Date:**

**Note: Use this only when no packing slip has been provided. In the event more than one form is needed, staple them together and sign the top one.**