

Product Receipt

Template

Date	Time	Supplier	Product	Packaging	Temp °C	Action	Signature
E.g. 20/07/2010	8:15AM	Bob's Butcher	Mince beef	Shrink wrap	15°C	Rejected	John Smith

This template should be adapted to suit your business. Records are to be kept up-to-date, filled in correctly and kept on site.



- Perishable items – at or below 5°C
- Frozen items – between minus 15°C and minus 12°C
- Hot items – at or above 60°C

Important information on how to complete this form is available in the *Eat Safe Ipswich Food Safety Made Easy Guide* available on www.ipswich.qld.gov.au/eatsafe. Details about the Eat Safe Ipswich food safety rating scheme are also available from this website.