the biocomplexity institute
INDIANA UNIVERSITY

ORDER CHECK-IN FORM

Name   Package №

Date   № of Packages

INSTRUCTIONS

1. Please check the contents of the package against the packing slip and your order, and ensure that all the items are there.
2. Note any item damage and other problems in the form below. Complete other items in the form. Also sign and date the form.
3. Return this form with packing slip(s) to SWAIN WEST 157 as soon as possible.

PACKAGE CONTENTS

Items in the package were satisfactory and undamaged except for:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

PACKAGE STATUS

Items in package were: (check one)

☐ Complete - All Items Present & Undamaged

☐ Incomplete - Some Items Missing

☐ Damaged - Some Items Damaged

INVENTORY

Where will the item be stored?

Building _____

Room № _____

Signed   _____

Print Name   _____
(if different from name above)

Date   _____

REFID