



## Commercial and Residential Order Receiving

- 1) When material arrives, check that material matches packing slip**
  - a) If the material matches, print your name on the packing slip and continue with receiving plan
  - b) If material does not match contact vendor/3<sup>rd</sup> Party, email PM explaining issue and include order info, initial packing slip and file in PM's mailbox
    - (i) Order info should include vendor, vendor PO with invoice date, and our PO with date
  
- 2) Make a copy of the packing slip**
  - a) Tape copy to material
  - b) Place original in the scan bin
  
- 3) Label material with Job name, PO number and date, and stage material in corresponding staging area**

# Material Delivery Slip

**KELLER SUPPLY BOZEMAN #38**  
**75 RAWHIDE RIDGE**  
**BOZEMAN MT 59715**

## Acknowledgement

ORDER DATE	ORDER NUMBER
07/22/21	S015745195
ORDER TO:	PAGE NO.
KELLER SUPPLY BOZEMAN #38 75 RAWHIDE RIDGE BOZEMAN MT 59715 406-587-4443 Fax 406-587-4066	1

SOLD TO:  
 WILLIAMS PLBG & HEATING /P  
 PO BOX 10  
 BOZEMAN, MT

SHIP TO:  
 WILLIAMS PLBG (SHOP)  
 2131 INDUSTRIAL DRIVE  
 BOZEMAN, MT 59715

PO Number

CUSTOMER NUMBER	ORDER NUMBER	RELEASE NUMBER	SALES PERSON	
28492	20355-6121	Tyler		
NAME	SHIP VIA	TERMS	SHIP DATE	FREIGHT ALLOWED
Kira Underwood		2% 30 Days, 0.00	09/04/21	No
ORDER QTY	PART NO	DESCRIPTION	NET PRC	EXT PRC
6ea	140409	PRP 77487 2X1-1/4 TEE PXPXP Your # PROPTKI	50.389	302.33
1ea	441741	WATS 0009465 2 LF25AUB-Z3 PRES RED VLV LEAD FREE Your # PRVK	514.026	514.03
2ea	107156	PRP 15538 2X1/2 TEE PXPXP Your # PROPTKD	56.588	113.18
<b>Subtotal</b>			<b>929.54</b>	
<b>S&amp;H CHGS</b>			<b>0.00</b>	
<b>Sales Tax</b>			<b>0.00</b>	
<b>Amount Due</b>			<b>929.54</b>	

Quantity of material delivered

**BOZEMAN**  
 2131 Industrial Dr.  
 Bozeman, MT 59715  
 406.587.0969

**BILLINGS**  
 4003 1st Ave S  
 Billings, MT 59101  
 406.534.8075

Costco  
21031-61  
7/21