ACKNOWLEDGMENT OF RECEIPT

Signed confirmation that the items below were received

Receipt no. _____

Date received _____

GIVEN BY

_____

_____

_____

RECEIVED BY

_____

_____

_____

ITEM NO.	DESCRIPTION	QTY

CONDITION WHEN RECEIVED (TICK ONE OR MORE)

- ☐ Received complete and in good condition
- ☐ Items missing (see notes)
- ☐ Damaged or not working (see notes)
- ☐ Accepted subject to checking

Handed over by

_____

Signature

Print name _____ Date _____

Received by

I acknowledge that I received the items listed above in the condition marked.

_____

Signature

Print name _____ Date _____