HANDOVER ACKNOWLEDGMENT

RECEIVED

HANDED OVER BY

Name or organization _____

Phone / email _____

HANDOVER DETAILS

Reference no. _____

Date _____

RECEIVED BY

Name _____ Role or organization _____

PURPOSE

Purpose of handover _____

Location _____

Item	ID / serial or reference	Qty	Condition / notes

_____ _____

Handed over by (signature) Received by (signature)

_____ _____

Print name (handed over by) Print name (received by)

The person receiving confirms that the items listed were received in the condition noted. This document records a handover only; no payment is involved.