

Formal Acknowledgement of Item Receipt

Date of Acknowledgement:

Recipient Details:

Name: _____

Department/Organization: _____

Contact: _____

Sender Details:

Name: _____

Department/Organization: _____

Contact: _____

Description of Items Received:

Item Name / Description	Quantity	Serial No. / ID (if applicable)	Remarks
_____	_____	_____	_____
_____	_____	_____	_____

Condition of Items Upon Receipt:

Additional Remarks:

Recipient Signature:

Date: _____

Sender Signature:

Date: _____

Important Notes:

- This document serves as formal acknowledgment that the listed items have been received in the stated condition.
- Both sender and recipient should retain signed copies of this document for their records.
- Any discrepancies or damages should be noted in the "Remarks" or "Condition" section upon receipt.
- This form may be used for internal and/or external transactions.
- Ensure all relevant fields are completed and signatures are provided before finalizing.