

Item Receipt Acknowledgement

Receipt No: _____

Date: _____

Received From: _____

Delivered To: _____

List of Items Received

No.	Description	Quantity	Unit	Remarks
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____

I hereby acknowledge that I have received the items listed above in good condition, as described.

Name & Signature of Receiver

Name & Signature of Issuer

Date

Important Notes

- Ensure that all items are checked for quantity and condition before acknowledging receipt.
- This document serves as an official proof of handover between parties.
- Keep a copy for future reference or in case of any discrepancies.
- Both receiver and issuer should sign the acknowledgement.