

# Acme Corporation

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## Acknowledgement Receipt for Documents

**Date:** June 17, 2024  
**Recipient Name:** Jane Doe  
**Designation:** Operations Manager  
**Department:** Logistics

### List of Documents Received:

- Purchase Order #54792
- Invoice #8932
- Delivery Receipt – Batch 5

### Acknowledgement Statement:

I hereby acknowledge the receipt of the above-listed documents from Acme Corporation. I confirm that I have reviewed and verified the contents and will store or process these documents as per company procedures.

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Received By:

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Signature over Printed Name

Date: \_\_\_\_\_

Issued By:

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Signature over Printed Name

Date: \_\_\_\_\_

### Important Notes:

- This acknowledgement serves as formal proof of receipt for listed documents.
- Ensure all listed documents are complete before signing.
- Report any missing or incorrect documents immediately to the issuer.
- Keep a copy of this acknowledgement for your records and future reference.