

Multi-Document Receipt Acknowledgement Form

Recipient Name

Enter full name

Department/Unit

Enter department or unit

Date of Receipt

List of Documents Received

#	Document Title / Description	Document Number / Ref.	Remarks
1.	e.g., Contract Agreement	e.g., DOC2024-00	e.g., Original
2.			
3.			
4.			

Received By (Signature):

Date:

Released By (Signature):

Date:

Important Notes:

- This form is used to acknowledge the receipt of multiple documents by an individual or department.
- List all documents clearly with accurate references and brief remarks for traceability.
- Ensure that both the receiver and releaser provide signatures and correct dates.
- This acknowledgement may serve as an official record for audits or internal tracking.
- Any discrepancies must be reported immediately to the concerned authority.

