

Electronic Device Return Receipt

Receipt Number: _____

Date of Return: _____

**Returned By
(Employee/Customer):** _____

Department/Location: _____

Device Type: _____

Device Model: _____

Serial Number: _____

Accessories Returned: _____

Device Condition on Return: _____

Notes/Comments: _____

Returned By (Signature & Date)

Received By (Signature & Date)

Important Notes:

- This receipt serves as official documentation of the device's return.
- Verify all device details and condition before signing.
- Both parties should retain a copy of this document.
- Include all accessories to avoid additional charges or follow-up.
- Report any damages or missing items at the time of return.