

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.