

# Office Furniture Handover Document

Document No:

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

## From (Handing Over):

Name:

Department:  
\_\_\_\_\_  
\_\_\_\_\_

Designation:  
\_\_\_\_\_  
\_\_\_\_\_

## To (Receiving):

Name:

Department:  
\_\_\_\_\_  
\_\_\_\_\_

Designation:  
\_\_\_\_\_  
\_\_\_\_\_

## Furniture Details

Item No	Description	Quantity	Condition	Remarks
1	Office Desk	1	Good	
2	Office Chair	1	Good	
3	Filing Cabinet	1	Used	

## Comments/Additional Notes:

\_\_\_\_\_  
\_\_\_\_\_

## Handed Over By

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

## Received By

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

## Important Notes

- Verify each item and its condition before signing the document.
- Both parties should retain a signed copy for their records.
- Clearly mention any damages or issues under 'Remarks'.
- This document serves as proof of transfer and responsibility.
- For any disputes, refer to this document as the primary record.

