Project Asset Handover Document

PROJECT DETAILS

Project Name	[Project Name]
Project Code	[Project Code]
Location	[Project Location]
Handover Date	[Date]

ASSET DETAILS

Asset Name	Description	Asset Tag/ID	Condition	Quantity	Remarks
[Asset Name 1]	[Description 1]	[ID 1]	[Condition 1]	[Qty 1]	[Remarks 1]
[Asset Name 2]	[Description 2]	[ID 2]	[Condition 2]	[Qty 2]	[Remarks 2]

HANDOVER DETAILS

Handed Over By	[Name & Designation]
Contact	[Phone/Email]
Received By	[Name & Designation]
Contact	[Phone/Email]

SIGNATURES

_____

_____
Name & Signature (Handed Over By)
Date: _____

_____

_____
Name & Signature (Received By)
Date: _____

IMPORTANT NOTES

- Ensure all asset details are accurate and complete before signing.
- List serial numbers or unique IDs for traceability.
- Both parties should verify asset condition at the time of handover.
- This document serves as official record for asset transfer between parties.
- Keep a signed copy for both issuer and receiver for future reference.