

# Warehouse Asset Handover Document

Document No.	WAH-2024-012	Date	24 June 2024
Warehouse Location	Central Warehouse A	Department	Operations
Handed Over By	John Doe	Received By	Jane Smith

## Asset Details

No.	Asset Description	Asset Code / Serial No.	Quantity	Condition	Remarks
1	Hand Pallet Truck	HPT-01321	2	Good	-
2	Barcode Scanner	SCN-5543B	5	Good	Includes chargers
3	Safety Helmet	HLMT-88A5	10	Good	Yellow

### Handed Over By:

Name: John Doe  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

### Received By:

Name: Jane Smith  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

### Important Notes:

- All listed assets have been checked for quantity and condition during handover.
- Both parties should sign and date to acknowledge completion of handover.
- Report any discrepancies or damages immediately to the supervisor.
- This document should be retained for future reference and audits.