

# Equipment Handover: Acknowledgement Receipt Template

This **acknowledgement receipt template** is designed to document the handover of equipment efficiently and clearly. It ensures both parties confirm the transfer, detailing the condition and specifics of the items received. Using this template helps maintain accurate records and accountability in equipment management.

## Equipment Handover Acknowledgement Receipt

Date of Handover:	[Insert Date]
Equipment Description:	[Insert Description]
Serial/Asset Number:	[Insert Serial or Asset Number]
Condition of Equipment:	[New/Good/Fair/Damaged - Add Details]
Accessories (if any):	[List Accessories]

Handover By (Name & Signature):

Date:

[Insert Name]

Received By (Name & Signature):

Date:

[Insert Name]

*Note: Please retain a copy of this receipt for your records.*