

# Goods Hand-Over Receipt

## Receipt Details

Receipt No: \_\_\_\_\_

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

## Sender Information

Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

## Receiver Information

Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

## Goods Details

No.	Description	Quantity	Unit	Remarks
1				
2				
3				

## Remarks

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Senderâ€™s Signature & Name

Receiverâ€™s Signature & Name

Date