Office Equipment Delivery Confirmation

| Recipient Name: |
|--------------------|
| Department/Office: |
| Date Received: |
| Delivery Person: |

Delivered Equipment

| Item Description | Quantity | Condition | Remarks |
|------------------|----------|-----------|---------|
| | | | |
| | | | |
| | | | |

Recipient Confirmation

| Comments: | |
|----------------------|--|
| Recipient Signature: | |
| Date: | |