

## Lost and Found Acknowledgement Receipt

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

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

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

Time: \_\_\_\_\_

Found By (Name/Dept): \_\_\_\_\_

Location Found: \_\_\_\_\_

Description of Item: \_\_\_\_\_

Brand/Make: \_\_\_\_\_

Color: \_\_\_\_\_

Unique Features: \_\_\_\_\_

Owner/Claimant Name: \_\_\_\_\_

Contact No.: \_\_\_\_\_

ID/Proof Presented: \_\_\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Claimant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Received By (Staff Signature & Name)

\_\_\_\_\_  
Date