

Delivery Acknowledgement Form for Office Equipment

Employee Name

Employee ID

Department

Date of Delivery

Delivered By

Equipment Details

Equipment Name	Serial Number	Quantity	Remarks
<div></div>	<div></div>	<div></div>	<div></div>
<div></div>	<div></div>	<div></div>	<div></div>
<div></div>	<div></div>	<div></div>	<div></div>

Additional Notes

Recipient's Signature

Date

Delivered By (Signature)

Date