

# Finished Product Transfer Slip

Transfer Slip No.: _____	Date: _____	Time: _____
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From (Department/Section): _____	To (Department/Section): _____
Purpose of Transfer: _____	Reference/Order No.: _____

## Product Details

No.	Product Description	Product Code	Batch/Lot No.	Unit	Quantity	Remarks

Prepared By	Checked By	Approved By	Received By
_____	_____	_____	_____
Date: _____	Date: _____	Date: _____	Date: _____

Note: Please ensure all information is correct before transferring the products.  
This slip serves as proof of transfer and must be signed by all concerned parties.