

# Parcel Handover and Receipt Acknowledgment Form

## Parcel Details

Description of Parcel

Parcel ID / Reference Number

Weight (if applicable)

Additional Comments

## Sender Details

Name

Contact Number

Organization (if applicable)

Email

## Recipient Details

Name

Contact Number

Organization (if applicable)

Email

## Handover Information

Date

Time

Location

## Receipt Acknowledgment

Receipt statement, specify

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Sender Signature / Name

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Recipient Signature / Name

Date

Date