**Acknowledgement Receipt Template**

**[Company/Organization Name]**

**[Company/Organization Address]**

**[City, State, Zip Code]**

**Date: [Insert Date]**

**Received from: [Name of the person or company providing the item]  
Address: [Address of the person or company]  
Contact Information: [Phone number and/or email address]**

**Description of Item(s) Received:**

* **[Description of the item(s) or service(s) received]**

**Condition of Item(s):**

* **[Condition upon receipt, e.g., new, used, in repair, etc.]**

**Received by: [Name of the person receiving the item]  
Position: [Their position in the company]  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date: [Insert Date]**