# **SIGNED RECEIPT NOTE**

To: [Crown Agents Limited

Address…]

From: End-User/Consignee Name and address

**Crown Agents Contract Reference: Enter CA Ref.**

**Consignment No: Enter Consignment No.**

**Package No(s): Enter Package Nos**

## ENTER DESCRIPTION OF ITEMS

We confirm receipt of the above consignment said to contain the Goods under the above Contract reference and as detailed below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item No** | **DESCRIPTION – including product details/name, batch number, expiry date and HS code** | **QTY** | **Form of presentation and Dosage (Medicines)**  **Or description and Unit of measure for medical devices** | **Required Storage and transportation temperature conditions as stated on packaging of Goods, 0C** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Where applicable, has there been any excursion from the above storage and transportation temperature conditions identified from the data logger results?

Yes / No

In all instances data loggers must be turned off on receipt of the goods and the results downloaded and shared with Crown Agents immediately. In the event of any excursions the goods affected must be quarantined. Crown Agents will liaise with the manufacturer and will advise next steps, which could be to confirm that the goods can be released for use or whether any other action is required such as return or destruction of the goods.

The following damages or shortages have been identified, if any:

|  |  |  |  |
| --- | --- | --- | --- |
| **Item No** | **DESCRIPTION – product and batch number.** | **QTY** | **Description of any damage\* or shortage** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

\*If external packaging is damaged it may be advisable to take photographs of the damaged packaging and then unpack the equipment before signing the Receipt Note. If this is not possible, clause the note “Packing damaged – contents not examined”.

The Receipt Note should be claused appropriately/not signed if the Goods are not received in a satisfactory condition.

We hereby confirm the delivery and handing over of the Goods listed above to [name Programme].

We acknowledge that Crown Agents responsibility has ended and that the Consignee assumes the risk and responsibility for correct storage, risk of falsification and onward distribution to the End User(s).

Name and Title of Authorised Signatory:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Authorised Signatory for the End-User/Consignee)

Date and Time of Receipt: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(please do include the time)