# SIGNED RECEIPT NOTE

To: [Crown Agents

 St Nicholas House

 Sutton

 Surrey

 SM1 1EL

 United Kingdom]

From: End-User Name and address

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

**Indent No: Indent No.**

**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.

\*If external packaging is damaged it may be advisable to 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.

Name and Title of Authorised Signatory:

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

(Authorised Signatory for the End-User)

Date of Receipt: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_