Date. dd/mm/yyyy

ASSET HAND OVER FORM

Subject: Hand over report for the <type of Items>.

Project title: <“Project title”> financially supported by <……>

Project Contract Code: <xxxxxx>

Project duration: <xx> months (dd/mm/yyyy - dd/mm/yyyy)

This document is to certify that: **Mr./Ms.** **<Name surname> / <Position>**

(Name, surname, position, office)

Has handed over to: **Mr./Ms.** **<Name surname> / <Position>**

(Name, surname, position, office)

The following office equipment description and comments:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Brand / type** | **DESCRIPTION of the Asset** | **SERIAL NUMBER** | **Location** | **Comments** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Purpose:**

Handed over by: Taken over by:

**<Name surname> / <Position>** **<Name surname> / <Position>**

position, office position, office