

# Warehouse Issue Receipt

Receipt Number: \_\_\_\_\_

\_\_\_\_\_ : Issue Date

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## : Recipient Details

\_\_\_\_\_ : Name •

\_\_\_\_\_ : Department •

\_\_\_\_\_ : Position •

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## : Items Details

Notes	Authorized Quantity	Required Quantity	Unit	Item Name	N
_____	_____	_____	_____	_____	1
_____	_____	_____	_____	_____	2
_____	_____	_____	_____	_____	3

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## : Signatures

\_\_\_\_\_ : Warehouse Manager •

\_\_\_\_\_ : Recipient •

\_\_\_\_\_ : Direct Manager •