

# Shipment Handover Checklist

Date: **[Insert Date]**

From: **[Sender's Name]**

To: **[Recipient's Name]**

Subject: Shipment Handover Checklist

## Checklist Items:

- Confirm shipment details and contents.
- Verify packaging and labeling requirements.
- Check shipping documents and invoices.
- Inspect goods for damages or discrepancies.
- Ensure proper handling and transportation arrangements.
- Obtain signatures from both parties upon handover.
- Document any issues found during inspection.

## Signatures:

Sender's Signature: \_\_\_\_\_

Recipient's Signature: \_\_\_\_\_

If you have any questions, please do not hesitate to contact me.

Thank you.