***THIS IS A TEMPLATE* – CHANGE THE DETAILS ACCORDING TO YOUR SPECIFIC REQUIREMENTS**

**Receipt of Valuables, Money, or Goods**

**Date of Receipt:** [Insert Date]  
**Receipt Number:** [Insert Receipt Number]

**Issued By (Specialist):**

**Name:** [Specialist’s Name]  
**Company Name (if applicable):** [Company Name]  
**Address:** [Specialist’s Address]  
**Phone Number:** [Specialist’s Phone Number]  
**Email Address:** [Specialist’s Email Address]

**Provided By (Client):**

**Name:** [Client’s Name]  
**Address:** [Client’s Address]  
**Phone Number:** [Client’s Phone Number]  
**Email Address:** [Client’s Email Address]

**Details of Items Provided:**

| **Description** | **Quantity/Amount** | **Condition** | **Purpose** |
| --- | --- | --- | --- |
| [Cash, valuables, or goods] | [Qty/Amount] | [Condition/Notes] | [Reason for entrustment] |
|  |  |  |  |

**Purpose of Entrustment:**

[Provide details, e.g., “Money entrusted for safekeeping,” “Goods for repair,” or “Valuables for appraisal.”]

**Acknowledgment of Receipt:**

I, [Specialist’s Name], confirm that I have received the items listed above from [Client’s Name] for the purpose specified. I acknowledge my responsibility for the safekeeping or handling of these items as per the agreed terms and conditions.

**Signature of Specialist:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of Client:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Additional Notes/Comments (if any):**

[Include any special remarks or agreements, such as timeframes, conditions, or handling instructions.]

**Keep this receipt for your records.**