Handover and acceptance report

Template for completion in North Macedonia.
Review with the relevant professional adviser before signing.

Related agreement or quotation number and date

Delivering party and recipient

Place, date and time of handover

Vehicle VIN or property and work delivered

Condition, mileage or operating hours and checks performed

Keys, documents, equipment and materials delivered

Identified defects and correction deadline

Amount paid on this occasion and payment record

Outstanding balance and agreed deadline

The parties describe what is delivered and record any observations. This report relates to the agreement identified above. Additional documents and photographs are identified and attached.

Delivering party

Recipient