

Equipment handover

Sample document • fictional data

01 JOB DETAILS

Customer / recipient

Anna Kowalska • DEMO

Job / date

DEMO-1042 / 07.09.2026

Equipment / scope

Heat pump HP-204

Responsible employee

Marek Nowak • DEMO

02 WORK AND ACCEPTANCE

Equipment condition

Accepted without reservations

Accessories handed over

HP-204 unit • User manual
Full accessories • Warranty card

Notes

Demonstration sample. Acceptance scope confirmed.

03 SIGNATURES



Employee • demonstration signature



Customer • demonstration signature