**Computer / Laptop handover form**

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| **Transferor** | **Transferee** |
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| Brand:  Model:  Serial Number: |  |

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| Handover notes | | | |
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| Place: | |  | |
| Date: | |  | |
|  | |  |
|  | |  |
| ………………………………………………………  Signature transferor | | ………………………………………………………  Signature transferee |
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