
Bank Delivery Note

Bank Name: Metro City Bank

Bank Address: 123 Finance Avenue, Metro City, 45678

Date: March 10, 2024

To:

Name: Jennifer Lawrence

Department: Information Technology

Location: 2nd Floor, IT Department

Delivery Details:

- **Description of Items Delivered:**

- Item 1: Dell Latitude 5420 Laptop | Quantity: 5 | Serial No.: SN12345A - SN12349A
- Item 2: HP LaserJet Pro Printer | Quantity: 2 | Serial No.: SN98765D, SN98766D

- **Purpose of Delivery:**

The laptops and printers are delivered for the IT Department's upgrade project to enhance operational efficiency and support new software implementations.

- **Delivery Method:**

Hand-delivered by TechSupply Co. courier service.


- **Received By:**

Name: Marcus Bennett (print name of the individual receiving the items)

Signature: _____

Date: _____

Additional Information:

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- The laptops come with pre-installed security software as requested. Immediate setup and network integration are advised to ensure smooth transition for the IT team.

Remarks:

- All items have been checked and verified at the time of packing. Please report any discrepancies or damages within 24 hours of receipt.