

Item Pickup & Return Manifest

Track items and quantities through pickup, delivery, and return.

1 / JOB DETAILS

Company / event / job reference

Prepared by / date

Pickup location / vendor

Delivery destination

Pickup date

Delivery date

Return date (if applicable)

2 / ITEM TRACKING

Use consistent units (pieces, boxes, cases). Record shortages or damage in notes.

Item / ID / description	Unit	Expected	Picked up	Delivered	Returned

3 / EXCEPTIONS & HANDOFF

Condition / missing items / photo references / packaging notes

Pickup handoff: name / date / time

Delivery handoff: name / date / time

Return handoff: name / date / time

Unreturned items / follow-up owner

Working tracking sheet; named handoffs are records, not electronic signatures.