Gift drop-off record

Count together. Label each package. Give the customer a copy.

207-355-5484 | hello@wrappedtheartofgifting.com

Order / receipt number

Drop-off date & time

Agreed pickup date & time

Customer name

Phone / email

Authorized pickup person (if different)

Staff member

ITEMIZED INVENTORY - one row per physical package

Keep order + item numbers visible on the wrapped gifts. Continue on another numbered sheet if needed.

Item #	Package description / customer-described contents	Condition / photo reference	In	Out
01				
02				
03				
04				
05				
06				
07				
08				
09				
10				

Total packages accepted

Wrapping quote / approved extras

Staff initials

We checked the package count, item descriptions, and visible condition together. Sealed or opaque package contents are recorded as customer-described unless inspection is noted. Photos, if taken, are for order documentation, not advertising without separate permission. Final wrapping details and any price changes require customer approval.

Customer signature

Staff signature

Gift pickup record

Use with the signed drop-off inventory and any continuation sheets.

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Order / receipt number

Pickup date & time

Number of inventory sheets

Collected by (printed name)

Staff member

RECONCILE BEFORE THE GIFTS LEAVE

[ ] Match the order number and every gift number to the drop-off inventory.

[ ] Check the Out column on the inventory for each package released.

[ ] Count returned packages together; record anything remaining or disputed below.

[ ] Verify an alternate collector against the customer-authorized pickup details.

Packages accepted at drop-off

Packages released now

Packages remaining with Wrapped

Gift numbers released (or "all listed")

EXCEPTIONS, CONDITION NOTES OR PARTIAL PICKUP

I collected the packages identified above and checked their count and visible wrapped condition with Wrapped. Any unresolved difference, partial pickup, or visible concern is recorded above. This receipt does not verify the contents of unopened packages and does not waive legal rights or undiscovered claims.

Customer / authorized collector signature

Staff signature