



Receipt Form for Incoming Items

Coach House Museum * Feilding & Districts Community Archive
121 South Street, Feilding



DONOR'S DETAILS:

Source Name:	_____	Date:	_____
Address:	_____	Phone:	_____
	_____	Email:	_____
Received by:	_____	Received as:	Gift / Loan / Other
Total Objects:	_____	Contact:	_____

Object(s) Description:

Known History of Item:

Any restrictions?

Conditions: Both the Coach House Museum and the FDCA will assess the donated items under the terms of their Collection Policy. If accepted, then a Deed of Gift will be sent out for signature (unless otherwise indicated below).

Items that do not comply with the Collection Policy: If your items do not comply, would you like your items returned to you? **YES / NO**. Such items not collected within 6 months of the date of this receipt will be disposed of by FDCA.

SIGNATURE OF DONOR/OWNER:

For Office Use only

Accession No:

Deed of Gift Required: Yes Not required (please circle one)

Thank you letter required: Yes Not required

Location Box No:

Notes: