**ACKNOLWEDGEMENT FORM – INSTRUCTIONS**

This is required to be completed and signed by every beneficiary (organisation) receiving a donation of masks.

You need to edit the form below (page 2)

1. Insert your club logo in the place shown
2. Insert the name of the Beneficiary (organisation) receiving the delivery of the masks
3. Print the page (page 2 only in this document)
4. Take the form with you when delivering the masks
5. Get the form signed
6. Scan the signed form and email to ROZops at [operations-manager@rotaryoceania.zone](mailto:operations-manager@rotaryoceania.zone).

DO NOT PRNT THIS INSTRUCTION PAGE

We [ insert beneficiary organisation name ] acknowledge the receipt of [ insert number of packs of masks ] packs of masks donated for your benefit and to distribute at your discretion.

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(signed) (date)

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(print name)