**仪器设备开箱验收单**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 项目名称 | |  | | | 合同编号 | | |  | | |
| 供货单位 | |  | | | | | | | | |
| 到货日期 | |  | | | 开箱日期 | | |  | | |
| 存放地点 | |  | | | 实验室名称 | | |  | | |
| 索赔期限 | |  | | | 技术验收期限 | | |  | | |
| **外包装情况** | |  | | | | | | | | |
| **仪器设备到货及完好情况** | | | | | | | | | | |
| 序号 | 名称 | | 生产厂家 | 规格型号 | | | 订货数量 | | 到货数量 | 完好情况 |
| 1 |  | |  |  | | |  | |  |  |
| 2 |  | |  |  | | |  | |  |  |
| 3 |  | |  |  | | |  | |  |  |
| 4 |  | |  |  | | |  | |  |  |
| 5 |  | |  |  | | |  | |  |  |
| 6 |  | |  |  | | |  | |  |  |
| 7 |  | |  |  | | |  | |  |  |
| 8 |  | |  |  | | |  | |  |  |
| 9 |  | |  |  | | |  | |  |  |
| **合格证、保修单、说明书等技术资料清点情况** | | |  | | | | | | | |
| 供应单位代表  （签字） | | |  | | | 电话 | | |  | |
| 仪器设备管理员  （签字） | | |  | | | 电话 | | |  | |
| 使用部门负责人  （签字） | | |  | | | 电话 | | |  | |