WASHING & IRONING RECORD OF GARMENTS BY EXTERNAL PARTY

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Date	Details of un cleaned Garments handover to External party			Details of cleaned Garments handover to Site		
	Un Cleaned Garments		Total No. of Un Cleaned	Cleaned Garments		Total No. of Cleaned Garments
	Handover By (Sign/Date)	Checked & Received By (Sign/Date)	Garments	Handover By (Sign/Date)	Checked & Received By (Sign/Date)	

Reviewed By Department Head (Sign. / Date):

Verified By QA (Sign. / Date):