<<insert company name here>>

Hospitality and Gifts Register

All the persons offering/receiving gifts and/or hospitality have been [...] <<insert name and job role/management>> according to the <<e.g. company policy; guidelines>>. This list is for reference and can [...] <<insert name and job role/management>>.

Last Date Amended:	Amended by: <<insert name and [...]	Signature:

ITEMS ACCEPTED

No.	Name of person receiving gift/hospitality	Offered by	Accepted	Reason f[...] acceptan[...]	Item(s) description	Value or Estimated Value in £	Date
1	<<name>> <<job role>> <<phone and email>>	<<name>> <<company, address>> <<phone and email>>	<<Yes/No>>	<< >>	<<insert description>>	£<< >>	<< >>
2	<<name>> <<job role>> <<phone and email>>	<<name>> <<company, address>> <<phone and email>>	<<Yes/No>>	<< >>	<<insert description>>	£<< >>	<< >>
3	<<name>> <<job role>> <<phone and email>>	<<name>> <<company, address>> <<phone and email>>	<<Yes/No>>	<< >>	<<insert description>>	£<< >>	<< >>
4	<<name>> <<job role>> <<phone and email>>	<<name>> <<company, address>> <<phone and email>>	<<Yes/No>>	<< >>	<<insert description>>	£<< >>	<< >>

ITEMS DONATED

No.	Name of person donating gift/hospitality	Donated to:	Accepted	Reason for donation	Item(s) description	Value or Estimated Value in £	Date
1	<<name>> <<job role>> <<phone and email>>	<<name>> <<company, address>> <<phone and email>>	<<Yes/No>>	<< >>	<<insert description>>	£<< >>	<< >>
2	<<name>> <<job role>> <<phone and email>>	<<name>> <<company, address>> <<phone and email>>	<<Yes/No>>	<< >>	<<insert description>>	£<< >>	<< >>
3	<<name>> <<job role>> <<phone and email>>	<<name>> <<company, address>> <<phone and email>>	<<Yes/No>>	<< >>	<<insert description>>	£<< >>	<< >>
4	<<name>> <<job role>> <<phone and email>>	<<name>> <<company, address>> <<phone and email>>	<<Yes/No>>	<< >>	<<insert description>>	£<< >>	<< >>

Additional notes:

<<Insert additional notes, action points and suggestions.>>