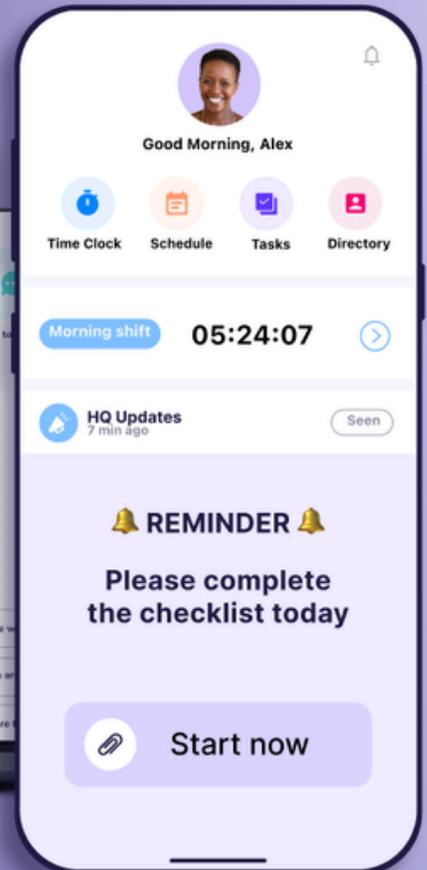
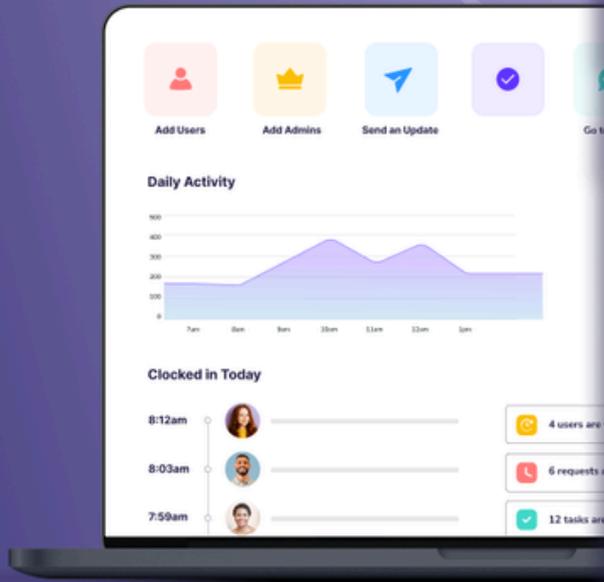


# Equipment Checkout Form Template

Use our equipment checkout form template as a starting point to customize yours to fit your business.



# Equipment Checkout Form

## Borrower's Information:

Full Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Department/Organization: \_\_\_\_\_

## Date and Time:

Date of Checkout: \_\_\_\_\_

Expected Return Date: \_\_\_\_\_

## Equipment Details:

Description of Equipment: \_\_\_\_\_

Serial Number: \_\_\_\_\_

Quantity: \_\_\_\_\_

## Condition of Equipment:

Checked – Good Condition

Checked – Minor Damage (Specify): \_\_\_\_\_

Checked – Significant Damage (Specify): \_\_\_\_\_

Checked – Malfunctioning (Specify): \_\_\_\_\_

## Signature:

I, the undersigned, agree to take full responsibility for the equipment described above and confirm that I have received it in the condition as checked above. I understand that I must return

the equipment by the specified return date and will be liable for any damages or loss incurred during the borrowing period.

Borrower's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Staff Signature (Issuing Equipment):

\_\_\_\_\_

Date: \_\_\_\_\_

## Equipment Return:

Date of Return: \_\_\_\_\_

Time of Return: \_\_\_\_\_

### Condition of Equipment Upon Return:

Checked – Good Condition

Checked – Minor Damage (Specify): \_\_\_\_\_

Checked – Significant Damage (Specify): \_\_\_\_\_

Checked – Malfunctioning (Specify): \_\_\_\_\_

## Staff Verification:

I, the undersigned, have inspected the returned equipment and confirm that it has been received in the condition as checked above.

Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Terms and Conditions:

1. The equipment must be used only for the intended purpose and in accordance with the manufacturer's guidelines.
2. Any damages or issues must be reported immediately.
3. The borrower is responsible for the safekeeping and return of the equipment.

4. Late returns may be subject to penalties.
5. The lending organization is not responsible for any accidents or injuries resulting from the use of the equipment.

**Please note:** By signing this form, you agree to comply with all the terms and conditions mentioned above.

Integrating our Equipment Checkout Form into your equipment management process will lead to significant improvements in accountability and organization.

By tracking equipment usage and condition, you can proactively address any maintenance needs and minimize the risk of loss or damage.

This form not only ensures a well-maintained inventory but also promotes a culture of responsibility among your team members.

Empower your business with this form to optimize equipment utilization, reduce operational risks, and enhance overall efficiency.

Embrace this valuable tool to take control of your equipment management, enabling your business to thrive and achieve greater success.