[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Equipment Return Form

Closing the loop on loans: item, borrower, condition on return, and sign-off by the person receiving it.

Document: Equipment Return Form Version: 2.0 (redesign)

Prepared by: _____ Owner: _____

Date: _____ Review date: _____

Equipment details: Equipment: _____ Asset tag: _____

Return location: _____ Return date: _____

Receiver: _____

Borrower details: Borrower: _____ Department: _____

Phone / extension: _____ Checkout date: _____

Due date: _____

Return details: Returned on: _____ Returned by: _____

Received by: _____ Late?: _____

Late reason (if any): _____

Condition on return

✓	Check	Result	Notes
	Complete - all parts and accessories present		
	Clean		
	No new damage		
	Powers on / works		

Damage found: _____ Damage reported to: _____

Receiver sign-off: Received by (signature): _____ Date: _____

Borrower released from the loan?: Yes / No Follow-up (repair, charge, or replacement): _____

Completion checklist: [ ] The equipment, borrower, and return date are all recorded.

[ ] Condition is checked against the checkout record, not assumed.

[ ] The receiver signs, and the borrower is formally released from the loan.