[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. Add or remove table rows to fit your needs. 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
Prepared by	**[Name and role]**
Owner	**[Name and role]**
Version	2.0 (redesign)
Date	**[DD Month YYYY]**
Review date	**[DD Month YYYY]**

Equipment details

Equipment	**[Equipment]**
Asset tag	
Return location	**[Return location]**
Return date	**[Return date]**
Receiver	**[Receiver name]**

Borrower details

Borrower	
Department	
Phone / extension	

[Company name]

Checkout date	
Due date	

Return details

Returned on	**[Return date]**
Returned by	
Received by	**[Receiver name]**
Late?	
Late reason (if any)	

Condition on return

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

[Company name]

✓	Check	Result	Notes

Damage found

Damage found	
Damage reported to	

Receiver sign-off

Received by (signature)	[Receiver name]
Date	[Return date]
Borrower released from the loan?	Yes / No
Follow-up (repair, charge, or replacement)	

Completion checklist

Done	Check
	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.