Ashford Business Services Ltd

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	**Sarah Mitchell, Office Manager**
Owner	**David Okafor, Finance Manager**
Version	2.0 (redesign)
Date	**9 November 2026**
Review date	**9 November 2026**

Equipment details

Equipment	Equipment
Asset tag	
Return location	**Boardroom, 12 Church Street, Birmingham**
Return date	**9 November 2026**
Receiver	**Emma Clarke**

Borrower details

Borrower	
Department	
Phone / extension	
Checkout date	
Due date	

Return details

Returned on	9 November 2026

Ashford Business Services Ltd

Returned by	
Received by	**Emma Clarke**
Late?	
Late reason (if any)	

Condition on return

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

Damage found

Damage found	
Damage reported to	

Receiver sign-off

Received by (signature)	**Emma Clarke**

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Date	**9 November 2026**
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.