**Check-out Agreement**

| **Checked out on:** | **Due Back on:** | **Checked in on:** | **Late fees:** |
| --- | --- | --- | --- |
| **Name:** | **Address:** | **Email:** | **Phone:** |

|  | Item | Asset number | Condition | Extras |
| --- | --- | --- | --- | --- |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |

| Signature | **By signing this form, you agree to the following terms and conditions:**   1. You agree to promptly return the equipment at the end of the borrowing period. 2. You agree to pay for any damages or loss of equipment during your time of possession. 3. You agree that equipment borrowed from ’your company’ is solely for the benefit of the company and not to be used for your own profit. |
| --- | --- |