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| [Company Name] | |  |  |  |
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| Company Equipment Checkout Form | | | | |
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|  |  |  |  |  |
| Pick Up Date: |  |  | Return Date: |  |
|  |  |  |  |  |
| Name of Organization | |  | | |
| Contact Person | |  | | |
| Address | |  | | |
| Phone | |  | | |
|  |  |  |  |  |
| **Description of the equipment usage** | | | | |
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| **Location** |  |  |  |  |
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| **List of Borrowed Items** | | | | |
| **Item** | **Description** | | **Inventory No.** | **Quantity** |
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| Signature: | |  | | |
| Date: | |  | | |