



SAMPLE FORM

# Equipment return form

Form ER-014 - October 20, 2026

RETURNED BY

Alex Example

Design team

RECEIVED BY

Example Studio

Office manager

| Item         | Serial  | Condition |
|--------------|---------|-----------|
| Laptop       | EX-4821 | Good      |
| Charger      | EX-4822 | Good      |
| Access badge | EX-0193 | Good      |

I confirm that the items listed above were returned on the date shown.

Signature

October 20, 2026

Date