



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