

EQUIPMENT RETURN FORM

COMPANY INFORMATION

COMPANY NAME

DEPARTMENT / PROJECT

FREELANCER INFORMATION

FULL NAME

CONTRACT / ID NUMBER

EMAIL ADDRESS

PHONE NUMBER

RETURN METHOD

Hand-Delivered

Shipped / Couriered

COURIER NAME & TRACKING NUMBER (IF SHIPPED)

RETURN DATE

EQUIPMENT INVENTORY

ITEM DESCRIPTION	SERIAL / ASSET NUMBER	CONDITION ON RETURN	RECEIVED (Y/N)

ITEM DESCRIPTION	SERIAL / ASSET NUMBER	CONDITION ON RETURN	RECEIVED (Y/N)

COMMENTS / CONDITION NOTES

FREELANCER SIGNATURE

DATE

RECEIVER SIGNATURE (COMPANY REP)

DATE
