

AV EQUIPMENT DEPOSIT RECEIPT

RECEIPT NO.

DATE

CUSTOMER & TRANSACTION DETAILS

Customer Name

Organization

Phone

Email

Rental Start Date

Rental End Date

Authorized By

Reference/Job #

DEPOSITED EQUIPMENT LIST

QTY	EQUIPMENT ITEM DESCRIPTION	SERIAL / ASSET ID	VALUE	DEPOSIT

METHOD OF DEPOSIT:

☐ Cash

☐ Credit Card

☐ Check
☐ Bank Transfer

Check/Ref No.

Subtotal Deposit:

Additional Fees (if applicable):

TOTAL DEPOSIT HELD:

The security deposit listed above is held as collateral for the safe return of the rented Audio Visual equipment in its original operating condition. Upon satisfactory return, inspection, and testing of all equipment listed above, this security deposit will be fully refunded, subject to the rental agreement terms. Deductions may be made for any damaged, lost, or late-returned equipment.

RECEIVED BY (AUTHORIZED REPRESENTATIVE)

Date

DEPOSITED BY (CUSTOMER SIGNATURE)

Date