

Equipment Sign-Out Sheet

Business: _____
Location: _____

Sheet Date: _____ Sheet #: _____ Staff on Duty: _____

RENTAL #1		Time: _____
CUSTOMER INFORMATION		
NAME: _____	PHONE: _____	EMAIL: _____
ID TYPE: _____	ID #: _____	
EQUIPMENT DETAILS		
ITEM: _____	ASSET/TAG #: _____	
CONDITION AT CHECKOUT: _____		
RENTAL TERMS		
CHECKOUT DATE/TIME: _____	DUE BACK: _____	RATE: _____ DEPOSIT: _____
CUSTOMER SIGNATURE: _____	STAFF: _____	
RETURN (COMPLETE ON CHECK-IN)		
RETURNED: _____	CONDITION AT RETURN: _____	STAFF: _____
DAMAGE NOTES: _____		

RENTAL #2		Time: _____
CUSTOMER INFORMATION		
NAME: _____	PHONE: _____	EMAIL: _____
ID TYPE: _____	ID #: _____	
EQUIPMENT DETAILS		
ITEM: _____	ASSET/TAG #: _____	
CONDITION AT CHECKOUT: _____		
RENTAL TERMS		
CHECKOUT DATE/TIME: _____	DUE BACK: _____	RATE: _____ DEPOSIT: _____
CUSTOMER SIGNATURE: _____	STAFF: _____	
RETURN (COMPLETE ON CHECK-IN)		
RETURNED: _____	CONDITION AT RETURN: _____	STAFF: _____
DAMAGE NOTES: _____		

RENTAL #3		Time: _____
CUSTOMER INFORMATION		
NAME: _____	PHONE: _____	EMAIL: _____
ID TYPE: _____	ID #: _____	
EQUIPMENT DETAILS		
ITEM: _____	ASSET/TAG #: _____	
CONDITION AT CHECKOUT: _____		
RENTAL TERMS		
CHECKOUT DATE/TIME: _____	DUE BACK: _____	RATE: _____ DEPOSIT: _____
CUSTOMER SIGNATURE: _____	STAFF: _____	
RETURN (COMPLETE ON CHECK-IN)		
RETURNED: _____	CONDITION AT RETURN: _____	STAFF: _____
DAMAGE NOTES: _____		

RENTAL #4		Time: _____	
CUSTOMER INFORMATION			
NAME: _____	PHONE: _____	EMAIL: _____	
ID TYPE: _____	ID #: _____		
EQUIPMENT DETAILS			
ITEM: _____	ASSET/TAG #: _____		
CONDITION AT CHECKOUT: _____			
RENTAL TERMS			
CHECKOUT DATE/TIME: _____	DUE BACK: _____	RATE: _____	DEPOSIT: _____
CUSTOMER SIGNATURE: _____		STAFF: _____	
RETURN (COMPLETE ON CHECK-IN)			
RETURNED: _____	CONDITION AT RETURN: _____		STAFF: _____
DAMAGE NOTES: _____			

RENTAL #5		Time: _____	
CUSTOMER INFORMATION			
NAME: _____	PHONE: _____	EMAIL: _____	
ID TYPE: _____	ID #: _____		
EQUIPMENT DETAILS			
ITEM: _____	ASSET/TAG #: _____		
CONDITION AT CHECKOUT: _____			
RENTAL TERMS			
CHECKOUT DATE/TIME: _____	DUE BACK: _____	RATE: _____	DEPOSIT: _____
CUSTOMER SIGNATURE: _____		STAFF: _____	
RETURN (COMPLETE ON CHECK-IN)			
RETURNED: _____	CONDITION AT RETURN: _____		STAFF: _____
DAMAGE NOTES: _____			