

Equipment Rental Checklist

RENTAL HOUSE / OWNER

PRODUCTION / JOB

PO / AGREEMENT

PICKUP

RETURN DUE

ASSIGNED CUSTODIAN

CONTACT

ITEM-LEVEL CHECKOUT AND RETURN							
QTY	ITEM / PACKAGE	MAKE / MODEL	ASSET / SERIAL	ACCESSORIES	CONDITION OUT	CONDITION IN	INITIALS

PACKAGE CLOSEOUT

☐ Cases counted

☐ Power supplies

☐ Batteries / chargers

☐ Mounting hardware

☐ Media / adapters

☐ Cables / breakouts

☐ Damage photographed

☐ Return receipt saved

EXCEPTIONS / DAMAGE / MISSING ACCESSORIES

RELEASED BY

RECEIVED BY

RETURN ACCEPTED BY