

Animation Equipment Release Document

Production Title: _____

Release Date: _____

Borrower's Name: _____

Borrower's Department: _____

Contact Number: _____

Email: _____

Equipment List

Equipment Name / Description	Serial Number	Quantity	Condition

Date & Time of Borrowing

Expected Return Date & Time

Notes / Special Instructions

Borrower's Signature _____

Date

Issued By _____

Date

Returned Equipment Checked By _____

Date