

# Runway Sample Press Loan Authorization

Date:

Recipient Name / Publication:

Contact Email:

Contact Phone:

## Loan Details

Sample Description	Style #	Size	Value	Notes

Check-out Date:

Expected Return Date:

Special Instructions / Notes:

## Terms & Conditions

- All samples must be returned in original condition and packaging.
- Recipient assumes responsibility for lost, damaged, or unreturned items at full value listed above.
- Samples must be returned by Expected Return Date unless otherwise agreed.

Recipient Signature:

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Date:

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Authorized by (Runway):

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Date:

