

Equipment Loan Form

- When equipment is being loaned out to a client there are 3 places that it will need to be recorded in.
 1. Client Folder
 2. Inventory Log
 3. Daily Log
- In some circumstances non-clients may also have equipment loaned to them and then it will need to be recorded in the non-client folder located in the file cabinet below the printer.
- If unsure about the procedure ask the Office Manager or C.E.O.