

Rental Return Checklist

Date: _____

Customer: _____

Rental Sales Order No: _____

<i>Date</i>	<i>Initials</i>	<i>Description</i>
_____	_____	Original Rental Contract has been pulled from the Rentals Folder.
_____	_____	All parts have been verified against the original rental paperwork.
_____	_____	Serial numbers on each part are verified against the original rental paperwork.
_____	_____	All components have been accounted for and verified.
_____	_____	All equipment has been tested and documented.
_____	_____	Equipment is operating properly, if applicable.
_____	_____	Equipment NOT Operating properly, if applicable (<i>describe below</i>)
_____	_____	
_____	_____	
_____	_____	

PHC Employee Signature

PHC Employee Name (print)

Customer Rep Signature

Customer Rep Name (print)