

Rental Return Checklist

Date:		Customer:
Rental Sales Order No:		
Date	Initials	Description
		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)

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