



Organisation Chair / Equipment LOAN Agreement Form

Name: _____ Region/Organisation: _____

Address: _____

Contact details:

home: _____ work: _____ mobile: _____

Email address: _____

Where is/are the chair(s) stored? What security provisions exist/s (chairs)?

Detail projected usage of the equipment / chair(s) incl. a description of users:

Collected: _____ Returned: _____ Duration: _____

Number of chairs: _____

Chair-ID-number/ Serial number (if applicable):

Chair 1: _____ Chair 4: _____

Chair 2: _____ Chair 5: _____

Chair 3: _____ Chair 6: _____

Equipment (please tick)

Item (<i>enquire about bulk rates</i>)	Quantity	Sub-Total (\$)
<input type="checkbox"/> Tennis Racquet (\$5 each)		
<input type="checkbox"/> Balls (basketball etc) (\$5 each)		
<input type="checkbox"/> Chair (\$35 each)		
<input type="checkbox"/> Other: _____		
TOTAL		

PAYMENT/CREDIT CARD

I enclose my cheque/money order for \$

Bank Card/MasterCard/Visa

_____/_____/_____/_____

Expiry date:/..... AMOUNT = \$

Name: _____ Signature: _____ Date: _____

FOR OFFICE USE ONLY:

Bond processed Date: _____ Returned: _____

SDU Sign: _____ Accounts: _____

CHAIR HANDOVER

- *Chair – ID:*
- *Check the following parts are in tact:*

- | | | | |
|-------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> Frame | <input type="checkbox"/> Footplate | <input type="checkbox"/> Cushion | <input type="checkbox"/> Upholstery |
| <input type="checkbox"/> Spokes | <input type="checkbox"/> Axles | <input type="checkbox"/> Tubes | <input type="checkbox"/> Tyres |
| <input type="checkbox"/> Wheel rims | <input type="checkbox"/> Chest Strap | <input type="checkbox"/> Waist Strap | <input type="checkbox"/> Thigh Strap |
| <input type="checkbox"/> Calf Strap | <input type="checkbox"/> Foot Strap | | |

Comments: