Sample Society Inc
Address
Telephone Number

Outward Loan Form

Borrower Name:
Institution:
Address:

Telephone:
E-mail:

Date for Collection: Date for Return:

Item Number:
Description:

The signatures below indicate the conditions of this loan as stated above / below are accepted.
Signed: Date:
(Lender)

Signed: Date:
(Borrower)

The items above have been returned to the lender:
Signed: Date:
(Borrower)

Signed: Date:
(Lender)

CONDITIONS OF LOAN:

1. The borrower will exercise the same care in respect of this loan as it does in the safekeeping of comparable property of its own
2. Loans shall remain in the possession of the borrower for the time specified on this form.
3. The borrower will arrange for the safe return of the item to the Sample Society Local History Museum or Resource Centre.

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