

**[Your groups name goes here]**

**Artefact loans**

1. Items

2. Date of loan

3. Proposed date of return

4. Loaned to :

- Name:
- Address:
  
- Phone number:
- Email:

5. Issued by: \_\_\_\_\_ (caps)

\_\_\_\_\_ (sig)

6. Accepted by: \_\_\_\_\_ (caps)

\_\_\_\_\_ (sig)

7. Returned \_\_\_\_\_ (Date)

Receiving person \_\_\_\_\_ (caps) \_\_\_\_\_ (sig)