

# PHOTO OFFICE STORE

## Photo Backdrop Checkout for Product Design

Student Name:	CHECK OUT by Work Study:
Student No:	
Staff / Faculty	CHECK IN by Work Study:
Mobile No:	
Date of Loan:     /     /     , Time:     :     am / pm	
Date of Return:     /     /     , Time:     :     am / pm	
Extension Date till (if any):	

List / Description of Equipment	Remarks:
<ol style="list-style-type: none"><li>White Back Drop                                   1pc</li><li>Backdrop Clips                                    2pcs</li><li>Backdrop Stand                                    2pcs</li><li>Backdrop Bar                                      1pc</li><li>Spotlights with Tripod                          2pcs</li></ol> <p><b><u>Notes</u></b></p> <ol style="list-style-type: none"><li>Check that all equipment is in order and not damaged before use.</li><li>Report to Photo work study when the above is not in order.</li><li>Loan period - Maximum 03 days (inclusive of weekdays and start and ending day of loan).</li><li>Web Checkout hours are at the following timeslots:<ol style="list-style-type: none"><li>Monday – Fridays, 12pm to 1pm.</li><li>Monday – Fridays, 3pm to 5pm.</li><li>Not open on Weekends, PHs and Eve of PHs.</li></ol></li><li>Equipment availability is subject to reservations.</li><li>Photography Executive has the final say in equipment loan, including the availability and loan period of equipment.</li></ol> <p><b><u>Warning</u></b></p> <p><b>Do not use the classroom projector screen as your photo backdrop!</b></p>	

Official Remarks:

I, \_\_\_\_\_, hereby acknowledge receiving the listed equipment in good condition and accept full liability for damage or loss including concealed or unreported damage discovered after return.

\_\_\_\_\_  
SIGNATURE OF STUDENT/ DATE OF LOAN

\_\_\_\_\_  
APPROVED BY: AHMAD AZAHKI