Klarstig

# Pottery Studio - Shared Equipment Loan Log

Track the temporary handover of equipment and what must be checked on return. Setting: Pottery Studio.

## Contact and reference

**Name or team reference ***

**Reply email, if needed**

**Date of record ***

## Shared Equipment Loan Log

**Equipment reference and accessories included ***

**Condition at handover and permitted use ***

**Return arrangement and person expecting the equipment ***

**Checks or accessories still outstanding at return**

## Pottery Studio

**Studio session and shelf or kiln-load reference ***

**Clay body, glaze group or piece reference ***

**Drying stage, firing schedule or collection-label needs**

## Ownership and follow-up

**Team or role responsible for the next action**

**Target follow-up date**

**Current state of this record ***

- ☐ Open for review
- ☐ Waiting for information
- ☐ Next action agreed
- ☐ Completed and checked

**Next action and completion evidence**

## Limitations and what needs setup

- Submitting the form records the answers in your workspace. It does not approve, schedule, charge or reply on its own unless you add that step to the workflow.
- Email notifications, approval routing, document generation and connections to other systems are available but not switched on until you configure them.

**Want help tailoring this form? Free, Starter and Pro include five personal setup sessions, up to 30 minutes each, per new organization.**

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