University of Southampton 3D Printing   
Loan Form

Printer No.\_\_\_\_\_\_\_\_\_

**Date of Loan: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Agreed Return Date & Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student/Staff Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student/Staff ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Budget Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Type of Printer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Serial Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Value:** £ 1500.00**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Received accessories see reverse.)**

**Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(readable)

**Returned to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date returned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(readable)

**Remarks: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# Customer Receipt – 3D Printer Loan

**Date of loan**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Agreed return** **date & time**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*You agreed to hold yourself responsible for the loss or any damages which may come to this UP printer or its accessories while in your care.  You agreed that no other person will be allowed to use the printer and that you will return it to the University in as good condition as when you received it by the date and time stated above.  
The Cost for loan of printers is £20/day or £50/week plus £5/100g of material – prices are subject to change, please check with the demonstrator for up to date pricing. Charges for late return or loss of printers apply!*

**Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date loaned out: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(readable)

**Returned to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date returned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(readable)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Item** | **Loaned** | **Returned** | **Comment** |
| **1** | UP Printer | 1 |  |  |
| **2** | CD | 0 |  |  |
| **3** | User Manual | 0 |  |  |
| **4** | Filament  *(weight including roll)* |  |  |  |
| **5** | Power Supply | 1 |  |  |
| **6** | Power Cable | 1 |  |  |
| **7** | USB Cable | 1 |  |  |
| **8** | Perf Board | 2 |  |  |
| **9** | Filament Holder | 1 |  |  |
| **10** | Glove Sets | 1 |  |  |
| **11** | Shovel Tool | 1 |  |  |
| **12** | Tweezer | 1 |  |  |
| **13** | Miniature Pliers | 1 |  |  |
| **14** | Clips | 4 |  |  |
| **15** | Filament Tube | 1 |  |  |
| **16** | Nozzle Wrench | 1 |  |  |
| **17** | 3L box with Lid | 1 |  |  |
| **18** | 42L box with lid | 1 |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Equipment**

“I hereby agree to hold myself responsible for the loss or any damages which may come to this UP printer or its accessories while in my care.  I agree that no other person will be allowed to use the printer and that I will return it to the University in as good condition as when I received it by the date and time stated on this form.”

**Students/Staffs Signature**        **Date of Signature**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Item** | **Quantity** |  | **Item** | **Quantity** |
| **1** | UP Printer | 1 | **10** | Glove Sets | 1 |
| **2** | CD | 0 | **11** | Shovel Tool | 1 |
| **3** | User Manual | 0 | **12** | Tweezer | 1 |
| **4** | Filament  *(weight including roll)* |  | **13** | Miniature Pliers | 1 |
| **5** | Power Supply | 1 | **14** | Clips | 4 |
| **6** | Power Cable | 1 | **15** | Filament Tube | 1 |
| **7** | USB Cable | 1 | **16** | Nozzle Wrench | 1 |
| **8** | Perf Board | 2 | **17** | 3L box with Lid | 1 |
| **9** | Filament Holder | 1 | **18** | 42L box with lid | 1 |

**Equipment loaned**