



Equipment Request Form:						
Section #1						
Name:		Phone:		Cell:		
Address:		Today's Date:				
Section #2						
Program Title:		Single/Series:				
Length:		Approval				
Producer:						
Production Description:						
Section #3						
Qty.		QTC #	Qty.		QTC #	
	Canon XF-100 Camcorder			Lowell Light Kit		
	Canon XF-200 Camcorder			Bogen Tripod & Plate		
	Canon BP-915 Battery (1hr)			Wireless Audio Kit		
	Canon BP-930 Battery (2hr)			Microphone:		
	Canon BP-925 Battery (1.5hr)			Microphone:		
	Canon BP-955 Battery (2hr)			Audio Cable:		
	CF or SD Memory Cards			Audio Cable:		
	AC Outlet Strip			Gaffers Tape		
	AC Extension Cord			Misc.		
	Headphones			Misc.		
Section #4						
				Staff Person	Initials Out	Initials In
Date Requested:		Pickup Time:				
Date To Be Returned:		Return Time:				
Equipment Problems?						
Section #5						
The undersigned assumes full responsibility for damage to the equipment in his/her possession. The undersigned also agrees to reimburse the Quincy Telecommunications Corporation for loss or damage of such equipment by paying fair market value for the equipment. Negligent handling of the equipment will result in the forfeiture of the right to reserve and use equipment in the future.						
Signature:				Date:		

