

## **Loan Receipt Form**

**Name of loaner:**

**Address:**

**Phone number:**

**Email address:**

**I have received on loan the following photographs/documents:**

**Project manager name:**

**Address:**

**Phone number:**

**Email address:**

**I have agreed with the loaner to return these photographs/documents by the following date:**

**What is the importance of these photographs/documents to your project? Why are they significant? What story do they tell? What is the benefit of archiving them?**

**Loaner signature:**

**Project manager signature**

**Date:**

**Please keep a copy of this form for your own records and also provide the loaner with a copy**