



**CORPORATE SERVICES DEPARTMENT
LEND OUT EQUIPMENT RESERVATION FORM**

Steps required:

- 1) Fill out this form.
- 2) Generate the pdf document
- 3) Mail the .pdf document electronically to lend_out@xmlmill.com

Name: John Smith

Department: After-Sales

Date: Mar 9, 2004

I herewith confirm my reservation for the following equipment:

- Mobile phone
- Laptop
- LCD Projector
- Overhead Projector
- Digital Camera

from (date and hour of pick-up): March 31st, 2004 09:00 AM

until (date and hour of return): March 1st, 2005 05:00 PM

Reason for lend-out: Customer meeting

Manager name and signature for approval: Applicant signature

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