**Equipment Label Template**

Print out copies of the following label and affix to each item (laptop, computer, monitor) being returned.

|  |  |
| --- | --- |
| Faculty/Staff Member’s Name (First & Last) |  |
| Department |  |
| Email address |  |
| Phone Number |  |
| Equipment Serial # |  |
|  |  |
|  |  |
| Additional Comments: |