



Embroiderers' Guild of South Australia Museum

LOAN REQUEST

Please use BLOCK LETTERS to complete this form then replace it in the Museum Requests folder at A.1
NB: A minimum of 4 weeks' notice is required

Date	Name	Phone
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Tick one box:	Details of the purpose of the loan including the technique/area of study:
<input type="checkbox"/> Member <input type="checkbox"/> SIG <input type="checkbox"/> Tutor <input type="checkbox"/> Non Member	
Circle one: <u>Study</u> <u>Class/Workshop</u> <u>Display/Presentation</u> or	

Objects will be collected by _____ on / /

Objects are required from / / to / /	Storage Team Use Only
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Registration No	Object Name and Brief Description	Location	Retrieved	Returned
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Object(s) retrieved by Storage Team (Signature required) _____ on / /

Object(s) returned by Storage Team (Signature required) _____ on / /

DETAILS ENTERED INTO MUSEUM DATABASE BY _____ on / /