

**INVENTORY & KEY RECEIPT**

{{MEMBER\_TRANSITION\_ACCOUNT\_\_R}}

 **Details**

Building: *{{MEMBER\_TRANSITION\_BUILDING\_\_R}}*

Suite(s): *{{MEMBER\_TRANSITION\_PUBLISHED\_ASSET\_NAME}}*

|  |
| --- |
| **Inventory**{{TableStart:QueryData1}}{{INVENTORY\_INVENTORY}}{{TableEnd:QueryData1}}**Additional Notes** |
| {{MEMBER\_TRANSITION\_ACCOUNT\_\_R}} Signed: |  |

**Keys Received**

|  |  |  |
| --- | --- | --- |
| Building | Label | Quantity |
| {{TableStart:QueryData}}{{MKS\_KEY\_BUILDING}} | {{MKS\_KEY\_LABEL}} | {{MKS\_KEY\_QUANTITY\_REMOVED}}{{TableEnd:QueryData}} |

|  |  |
| --- | --- |
| WorkPad Signed: |  |

|  |  |
| --- | --- |
| {{MEMBER\_TRANSITION\_ACCOUNT\_\_R}} Signed: |  |

Inventory pictures available upon request.

Any changes following check-in maybe chargeable.

All keys must be returned at point of check out.

*Replacements for lost keys £100 + VAT.*