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| Loan Box Booking Form | | |
| Thank you for your interest in our loan boxes.  When you have returned this form, our learning officer will get back to you to with availabilities and to confirm collection/return of the box.  Information about all of our loan boxes will be emailed alongside this form. | | |
| Contact Name: | Year Group(s):  Number of pupils to be used with: | |
| Name & Address of School: | | |
| Phone Number: | Email: | |

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| Loan Details | |
| Name of Loan Box Required (see loan box list): | |
| Loan Duration: XXX Weeks  *Note: Some high demand boxes might not be available for a full term* | |
| Preferred Loan Start Dates: | Preferred Loan End Dates: |
| Total Charge for Loan: £  *Charges are £3 per week or £30 for a 12 week term, during covid we will not charge for the quarantine time needed before use*. *Loans are to be paid for ahead of receiving the box, by cheque, or card payment.* | |
| Where did you find out about our loans boxes? | |
| Primary Contact Signature | Date Signed |

Please complete and return to – [mrssmithscottage@n-kesteven.gov.uk](mailto:mrssmithscottage@n-kesteven.gov.uk)

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| *For Office Use* | Loan Confirmed: |  | Loan Paid: |  | Signed: |  |