

## Return & Inspection Guide

Close rentals consistently by recording return timing, recounting inventory, checking condition, documenting exceptions, and resolving the order through PartyShare.

### COMPLETION CHECKLIST

- ☐ Return time recorded.
- ☐ Quantity recounted.
- ☐ Accessories checked.
- ☐ Condition compared with pre-handoff evidence.
- ☐ Exceptions photographed before cleaning/repair.
- ☐ Late return or missing inventory documented.
- ☐ Cleaning issues documented.
- ☐ Order completed or escalated promptly.
- ☐ Inventory updated before next rental.