

# Guest Authorization Form for Item Collection

Guest Name (Authorizing Individual):

Contact Number:

Email Address:

Authorized Person's Name:

Authorized Person's Contact:

Description of Item(s) to be Collected:

Date of Collection:

Time of Collection:

Guest Signature:

---

Date Signed:

Authorized Person's Signature (Upon Collection):

---

Date Collected:

--	--

Remarks / Staff Notes:

--