[Insert organisation name/logo]

# CLIENT COMPUTER BOOKING SHEET

**[Insert month, year]**

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| --- | --- | --- | --- | --- | --- |
| **Date** | **Client name** | **Purpose of use** | **Computer number** | **Time of use** | **Client initials/ signature** |
| **[insert date]** | **[insert client name]** | **[insert the client purpose to use the computer for example drafting a CV]** | **[insert PC number]** | **[insert time]** | **[insert signature]** |
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🖌Note\*

This template is to support organisations with computer facilities/labs and may not be appropriate or practicable for organisations with one or two computers. Although organisations are encouraged to maintain a log especially if internet is provided.

Please delete note before finalising this document.