

Tool Number in database:

(Not the model number of the tool, but the AST ID found in “Tool Detail”)

Transaction States

About to ship to borrower (Lender email)

Just received from lender, prior to use (Borrower email)

About to ship to lender, after use (Borrower email)

Just received from borrower, after use (Lender email)

Lenders: Enter the tool number on this sheet and send it with every tool you lend through AST. Before you send any item to a borrower and just after you receive it from a borrower, take a digital photo of the item and attach it to an email to:

transactions@automotivespecialtytool.net indicating the transaction ID (found in Order History), the appropriate transaction state (listed above), and the tool number in the subject line. Write a small description of the condition of the item at the current transaction state in the message body.

Borrowers: Before you use any item from a lender and just after you use it, take a digital photo of the item and attach it to an email to: transactions@automotivespecialtytool.net indicating the transaction ID (found in Order History), the appropriate transaction state (listed above), and the tool number in the subject line. Write a small description of the condition of the item at the current transaction state in the message body.