

## Return and Care for Company Equipment

I acknowledge that while I am working for **COMPANY NAME**, I will take proper care of all company equipment/property that I am entrusted with. I further understand that upon termination, I will return all property of **COMPANY NAME** and that the property will be returned in good condition. This agreement includes, but is not limited to, the following: (laptops, cell phones, credit cards, tools, vehicles, uniforms, etc.).

I understand that failure to return equipment will be considered theft and will lead to criminal prosecution by **COMPANY NAME**.

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(signature)

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(print employee name)

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(date)