

EQUIPMENT RELEASE FORM

NAME: Jane Smith

DATE OF RELEASE: 2024-12-13

LOCATION:

I HAVE RETURNED THE FOLLOWING EQUIPMENT:

ASSET NAME:	Jane Smith - Asset 1	SERIAL NUMBER:	Acer
MAKE:	Acer	ASSET STATUS:	RELEASE
MODEL:	Acer	ASSET ISSUE:	

ASSET UNIT CONDITIONS

- The unit is in good condition
- The unit's accessories are complete (Main unit, charger, manual and box) By signing this document, I am accepting and agreeing to the terms of return of this device

Jane Smith

EMPLOYEE SIGNATURE OVER PRINTED NAME

DATE