



**A-Line Greetings**  
Tel: 1-800-790-1280 Fax: 1-800-771-7633  
Email: customerservice@alinegreetings.com  
Website: www.ALineGreetings.com

A-Line Greetings will supply you, the employee, with equipment which is to be used for business purposes only. The equipment remains the property of A-Line Greetings and is to be returned immediately upon request or termination, whichever occurs first.

You are responsible for the care and maintenance of all equipment. Any loss, theft or damage of the equipment is to be reported to the employer immediately. In the case of equipment lost or damaged due to carelessness you will be responsible for paying a portion of the replacement cost in the amount of \$500.00 per item. If there is a recurrence of loss, theft, or damage to the equipment you will be responsible for the full replacement cost.

I, \_\_\_\_\_, understand the terms and conditions set forth above and my responsibility and due diligence with respect to the company equipment I have received as outlined below.

Cell Phone Serial #

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date(mmddyyyy)

\_\_\_\_\_  
Employer Signature

\_\_\_\_\_  
Date(mmddyyyy)

***\*\*\*All old cellular devises should be returned to A-Line Head Office, attn.: Bob Blundon upon receipt of new device\*\*\****

***\*\*\*You will have to contact Bob (1-800-790-1280 EXT 310) in our IT Department before the new device can be used\*\*\****

***\*\*\*All letters to be signed and emailed to fieldoperations@alinegreetings.com or faxed to 1-800-771-7633\*\*\****