



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 theft or damage of the equipment is to be reported to the employer immediately. In the case of equipment being damaged due to carelessness you will be responsible for paying a portion of the replacement cost in the amount of \$800.00 per item. If there is theft or damage to the equipment you will be responsible for the full replacement cost.

Upon receipt of the laptop, please sign the form on the bottom and email a copy to fieldoperations@alinegreetings.com or fax to 1-800-771-7633. Please email servicedesk@alinegreetings.com to set up an appointment to set up your laptop.

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

Laptop Serial #

Employee Signature

Date

Employer Signature

Date