# Agency Equipment Form

As an employee of D & M Consultants, Inc. I, _____, recognize and understand that the Company's communication equipment and services are to be used for conducting company business only. I understand that the following items have been provided to me, to conduct business on behalf of the company:

- ❑ Computer/Laptop $_____ at purchase date
  Manufacturer Model Serial Number
  Accessories:
- ❑ Cellular Phone (Number) $_____ at purchase date
  Manufacturer Model Serial Number
  Accessories:
- ❑ Pager (Number) $_____ at purchase date
  Manufacturer Model Serial Number
  Accessories:
  Phone Number
- ❑ Printer $_____ at purchase date
  Manufacturer Model Serial Number
  Accessories:
- ❑ Other: Specify _____
  _____
  _____
  _____
  _____

My signature below acknowledges the receipt of the communication equipment listed above. I understand that I am responsible for the equipment and must return it in the same manner it was provided. The costs associated with damage or loss of equipment will be my responsibility and I agree to payroll deductions for such costs.

_____ _____
Employee Name Date

_____ _____
Employee Signature Date

_____ _____
Company Representative Date