

Read this carefully. You understand that by signing this agreement, you are responsible for all equipment issued to you and agree to all the terms and conditions included.

TERMS & CONDITIONS

- 1) Upon leaving the employment of Houston Controls , you must return all equipment issued to you in a condition worthy of return and reuse.
- 2) For damaged items or items not returned, the payroll department will deduct the repair or replacement cost from your final paycheck. Should you lose an item, the replacement cost will be deducted from your pay.
- 3) If items not returned are in excess of your final paycheck, the amount owed will be taken to small claims court for judgment.
- 4) You can put your **EMPLOYEE NUMBER ONLY** on equipment issued to you. Do not put your full name, nickname, etc. on equipment issued to you.

CHECK ALL ISSUED EQUIPMENT

EMPLOYEE NAME	EMPL. # No.	Radio	Pager	Laptop Computer	Safety Harness & Lanyard	Rubber Insulated Gloves	OTHER: Write in item name

Equipment manufacturer and serial number: _____

List repair/replacement cost: _____
(Safety Harness = \$75.00, Lanyard = \$75.00)

Employee(s) sign name: _____

