

Company Phone Handover Agreement

Company Name:

Agreement Date:

Employee Details

Employee Name	
Position	
Department	
Employee ID	

Device Information

Device Make & Model	
IMEI Number	
Serial Number	
Accessories (if any)	

Terms of Handover

1. The employee acknowledges receipt of the device listed above and agrees it remains the property of the company.
2. The device must be used in accordance with company policies and for work-related activities only.
3. Any loss, damage, or theft of the device must be reported immediately.
4. The device and all accessories must be returned upon request or upon termination of employment.
5. The employee is responsible for the proper care of the device.

Employee Signature & Date

Authorized Company Representative & Date