

IT EQUIPMENT RETURN FORM

Remote Contractor & Gig Economy Worker Asset Offboarding

CONTRACTOR & AGREEMENT DETAILS

Contractor Full Name	
Contractor ID / Email	
End of Contract Date	
Return Coordinator	

RETURN METHOD

- Prepaid Courier Drop-off
- On-site Drop-off
- Scheduled Courier Pickup

EQUIPMENT INVENTORY & CONDITION REPORT

Item Description	Serial Number / Asset ID	Included Accessories	Returned Condition Notes	Received (Y/N)

ADDITIONAL COMMENTS / REMARKS

Contractor Acknowledgment

Signature

Date

Receiving Agent Acknowledgment

Signature

Date

This document serves as proof of equipment return receipt once signed by both the returning contractor and the authorized receiving company representative.