

# CONTRACT TERMINATION & ASSET RETURN FORM

FREELANCER & CONTRACTOR ACKNOWLEDGEMENT

## 1. PARTIES & CONTRACT INFORMATION

CONTRACTOR/FREELANCER NAME

COMPANY/AGENCY NAME (IF APPLICABLE)

CONTRACT REFERENCE / ID

CLIENT COMPANY NAME

CONTRACT START DATE

EFFECTIVE TERMINATION DATE

## 2. COMPANY ASSET RETURN STATUS

Please list all company-owned hardware, software, physical keys, or proprietary materials provided during the contract term and record their return status.

| ASSET DESCRIPTION / SERIAL NUMBER | DATE RETURNED | CONDITION UPON RETURN | RECEIVED BY (INITIALS) |
|-----------------------------------|---------------|-----------------------|------------------------|
|                                   |               |                       |                        |
|                                   |               |                       |                        |
|                                   |               |                       |                        |
|                                   |               |                       |                        |
|                                   |               |                       |                        |

## 3. FINAL DELIVERABLES & INTELLECTUAL PROPERTY

☐ I confirm that all project deliverables, source files, and draft works have been successfully transferred and handed over to the Client.

☐ I confirm that I have deleted, purged, or returned all confidential information, passwords, credentials, and client-related data from my personal and professional devices, local servers, and cloud storage systems.

☐ I acknowledge that all intellectual property, work products, and materials developed during the course of this contract remain the sole property of the Client as per the original agreement.

#### 4. FINANCIAL & INVOICING CLEARANCE

- ☐ All outstanding invoices have been submitted for processing.
- ☐ I acknowledge that upon payment of the final invoice, no further compensation, royalties, or fees are owed under the terminated agreement.

#### 5. DECLARATIONS & SIGNATURES

By signing below, both parties acknowledge and agree that the contract has been terminated in accordance with its terms, and that all physical and intellectual property has been accounted for and returned.

**FREELANCER / CONTRACTOR SIGNATURE**

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PRINT NAME

DATE

**AUTHORIZED CLIENT REPRESENTATIVE**

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PRINT NAME / TITLE

DATE