

LETTER OF UNDERTAKING

This Undertaking is executed by _____ herein referred to as END USER, with address at _____, the following terms and conditions:

1. I understand that the headset issued is solely for official use only.
2. I understand that I am responsible for the device issued to me and that I will care for the equipment in such a manner as to prevent loss or damage.
3. The headset should be stored carefully so it is not susceptible to damage. I may not make any permanent personally identifying marks on the headset including adhesive labels/stickers.
4. The headset should never be left unattended after office hours, weekends, holidays, etc.
5. I shall be fully accountable for theft, loss or damage of the property.
6. In case of loss or theft, I must report the incident to the nearest police station.
7. I shall be liable to pay all charges incurred due to unofficial use of the unit or damage.
8. I attest that the headset unit with the following specifications have been turned over to me in good condition:

A. Asset Identification:

B. Operating System Installation:

Software	Version	Serial Number
N/A	N/A	N/A
N/A	N/A	N/A

RECEIVED BY:

Assignee

Date

INCLUSIONS: Headset, Manual