



SANDTON
PLANT HIRE (PTY) LTD

Full Name: Adrew Lindgren

Employee Number: _____ Site: HO

ID Number: 9601265028080

COMPANY LAPTOP POLICY

The company has issued a laptop – please note that this is for business purposes only.

Please fill in the following:

Laptop Make: Dell

Model: Latitude 3500

Serial Number: 1MSYNT2

Mouse included: Yes

Laptop Bag: Yes

Date Issued: 17/09/2021

LOST, STOLEN, DAMAGED LAPTOP

Please note that we expect a laptop to last a minimum of two years, if your laptop is lost, stolen or damaged you will be charged for the replacement cost on a pro rata basis.

Example: If your laptop is stolen or lost after twelve months, you will be billed 50% of the replacement.

PLEASE TAKE URGENT NOTICE THAT IF YOU ARE ISSUED WITH A COMPANY LAPTOP YOU MAY NOT USE IT FOR PERSONAL USE AND THE COMPANY LAPTOP IS TO BE USED ONLY BY YOURSELF (NOT TO BE LOANED OUT).

Signature: [Signature]

Date: 17/09/2021