

ASSET HANDOVER FORM

Employee Name: _____ Date: _____

Department: _____ Title: _____

We congratulate you for joining PPD.

Please find the below as the assets handed over to you, to support you in carrying out your assignments in a most Proficient manner.

Name of Item	Serial/Identifying Number	Qty	Remarks

ACKNOWLEDGEMENT AND DECLARATION BY EMPLOYEE

I _____ hereby acknowledge that I have received the above-mentioned assets. I understand that these assets belong to PPD and is under my possession for carrying out my work. I hereby assure I will take care of the assets of the company to the best possible extend.

Date: _____

Employee Signature: _____

Date: _____

Supervisor Signature: _____



305 280 8597 Estimating Department



www.ppdinc.net Email (@) estimates@ppdinc.net



10641 Aviation Blvd. Bldg. A-6F, Marathon, FL.
33050