

## Equipment Agreement

I, \_\_\_\_\_, acting as Enrollment Benefit Counselor for Gallagher Enrollment Solutions, hereafter known as GES, agree I have been issued and entrusted with all equipment listed (see attached equipment list). I understand and agree to the terms below.

### **Laptops/Printers/Monitors/Signature Pads**

When deemed appropriate, GES will provide you with a laptop bag, laptop, headset and accessories, signature pad, printer, and monitor used for a specific case or a specific time. You are responsible for the safekeeping of all equipment and accessories assigned to you. Upon receipt and inspection of equipment (or at any given point in time), if you find that an item is no longer functioning appropriately or has visible damage, please contact your Case Manager immediately. Laptop, printer, monitor or signature pad returned to GES with significant **DAMAGE** with no prior communication of the condition of the device results in a fee charged to you. (see attached fee schedule).

### **Air Card/Hot Spot Usage**

In circumstances where a Wi-Fi connection at our client's location is not available or insufficient, GES may provide air cards to counselors to allow internet access for the laptops. Once an Air Card/Hot Spot is assigned to you, it is **your responsibility** to take good care of the device and return it to GES, in original box, within 5 business days of the completion of your enrollment assignment. **Air cards misplaced, lost or damaged will be your responsibility for the replacement cost.** Air cards are for business purposes only, and usage is monitored by GES. Personal use such as Netflix, Skype, FaceTime, social media sites, etc. is prohibited and will be charged to you per the attached fee schedule.

**ALL GES Equipment** shall be returned to GES in a timely and properly packaged manner. This includes, but not limited to laptops, laptop bags, headsets, power cords, USB cords, signature pads, printers, monitors and air cards. Unless directed otherwise by your Case Manager, return/ship the equipment you have been assigned within **2 business days** after your enrollment assignment is complete. A shipping label to return your equipment can be requested on [www.enrollerinfo.com](http://www.enrollerinfo.com). Equipment that has not been returned within **2 weeks** following the conclusion of your case assignment is assumed lost; consequently, your compensation will be reduced by the replacement value of the equipment.

- ★ **Retain all boxes and packing materials for equipment return.**
- ★ **AVOID EQUIPMENT DAMAGE - PACK EQUIPMENT SECURELY WITH THE APPROPRIATE PACKING SUPPLIES.**

I understand failure to return the above equipment to the proper location within 2 business days of the enrollment's conclusion will delay my compensation for the case and may result in the assessment of a fee. I further understand that I am responsible for the equipment and its safekeeping while issued to me.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## EQUIPMENT LIST



REPORT | Check-Out by Persons

Gallagher Enrollment Solutions

Person: Theron Hunt				
Asset Tag ID	Description	Check-out Date	Due Date	Check-in Date
3000	WORK FROM HOME BOX 1	03/29/2022		
3200	CISCO 8865 PHONE	03/29/2022		
3201	JABRA EVOLVE 75 Wireless Headset	03/29/2022		
3202	ARUBA	03/29/2022		
<b>4 Assets</b>				

## FEE SCHEDULE

ASSET	FEE SCHEDULE
Laptop	Lesser of \$1200 or cost to repair/replace
Laptop Power Cord	\$100
Laptop Docking Station	\$100
Laptop Carrying Case	\$45
Laptop Original Box	\$5
Monitor	\$200
Monitor Cables	\$25
Monitor Carrying Case	\$25
Monitor Original Box	\$5
Aruba Device	\$500
Aruba Power Cord	\$25
Aruba Original Box	\$5
Hot Spot Device	\$350
Hot Spot Original Box	\$5
Hot Spot Airtime Fee	\$75

ASSET	FEE SCHEDULE
Headset	\$250
Headset Chip	\$45
Headset Charger	\$75
Headset Original Box	\$5
Printer	\$65
Printer Power Cable	\$25
Printer to Computer Cable	\$15
Printer Original Box	\$5
Cisco Phone	\$275
Phone Original Box	\$5
Surge Protector	\$10
Extension Cord	\$5
Ethernet Cable	\$5
Multiple USB Port	\$15
External Mouse	\$15