

Employee Ergonomic Chair and Desk Agreement Form

This agreement outlines the terms and conditions under which the company provides ergonomic office furniture (chair and/or desk) to the employee for their work environment. Please complete this form to document receipt and agree to the guidelines.

1. Employee Details

Employee Name:

Employee ID:

Job Title:

Department:

Email Address:

2. Equipment Details

Ergonomic Chair Model / Brand:

Chair Serial / Asset Tag Number:

Ergonomic Desk Model / Brand:

Desk Serial / Asset Tag Number:

Condition of Equipment at Delivery:

3. Terms and Agreement

- The ergonomic chair and/or desk remain the exclusive property of the company.
- The equipment is provided solely for the employee's professional work use.
- The employee is responsible for maintaining the equipment in good condition, preventing misuse, and reporting any defects immediately.
- In the event of resignation, termination of employment, or at the request of the company, the employee agrees to return the equipment in good condition (allowing for normal wear and tear) within ten (10) business days.

4. Signatures

Employee Signature (Print Name):

Date Signed:

Manager / HR Representative Signature (Print Name):

Date Signed: