

# Technology & Equipment Agreement

## Ivy Designs Studio LLC

This Agreement is entered into by and between Ivy Designs Studio LLC, a Missouri limited liability company (“Company”), and the undersigned individual (“Recipient”), effective as of the date signed below.

### 1. Purpose

The Recipient may be issued technology, equipment, software, and/or access credentials to perform duties on behalf of the Company. This Agreement outlines the terms of use, care, and return of such items.

### 2. Issued Items

The Company may provide the Recipient with one or more of the following:

- Laptop, tablet, or mobile device
- Design software licenses (e.g., Adobe Creative Cloud)
- Project management or communication tools (e.g., Trello, Slack, Zoom)
- Access credentials to company email, cloud storage, or internal systems
- Other equipment or digital assets as deemed necessary

A detailed inventory of issued items will be maintained by the Company and acknowledged by the Recipient.

### 3. Use and Care

*The Recipient agrees to:*

- Use all equipment and software solely for business purposes related to Ivy Designs Studio
- Maintain reasonable care and security of all items
- Refrain from installing unauthorized software or altering system configurations
- Immediately report any loss, damage, or malfunction to the Company

#### **4. Security and Confidentiality**

*The Recipient shall:*

- Keep all login credentials confidential and secure
- Use company systems in accordance with data protection and privacy policies
- Avoid accessing or storing sensitive information on unsecured networks or devices

#### **5. Return of Property**

Upon termination of employment or upon request, the Recipient shall promptly return all issued equipment, software licenses, and access credentials. All digital files and proprietary content must be transferred to the Company and deleted from personal devices.

#### **6. Liability**

The Recipient may be held responsible for the replacement cost of any lost, stolen, or negligently damaged equipment, subject to the Company's discretion and applicable law.

#### **7. Acknowledgment**

By signing below, the Recipient acknowledges receipt of the listed items and agrees to comply with the terms of this Agreement.

Recipient Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Authorized Representative (Ivy Designs Studio LLC):

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_