

Hardware Asset Management Terms

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

Dear [Recipient Name],

We are pleased to present our Hardware Asset Management (HAM) Terms. These terms outline our mutual responsibilities regarding the management of hardware assets to ensure effective lifecycle management, cost optimization, and risk mitigation.

1. Scope of Services

The services provided under this agreement include:

- Inventory Management
- Asset Tracking
- Lifecycle Management
- Compliance Management

2. Responsibilities

Our responsibilities include:

- Providing accurate asset records
- Conducting regular audits
- Ensuring compliance with industry standards

3. Terms of Agreement

This agreement is effective from [Start Date] and will remain in effect until terminated by either party with [Notice Period] notice.

4. Confidentiality

Both parties agree to maintain the confidentiality of proprietary information and data.

5. Amendments

Any amendments to these terms must be in writing and signed by both parties.

We appreciate your partnership and look forward to working together for effective hardware asset management.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]