

## Off Boarding – Corporate Asset Recovery

### What you need to know

Upon departure from the Company, it is your responsibility to ensure all Company property is returned within five (5) days of your separation from the Company. Company property may include, but is not limited to:

- Laptops, desktop PCs, and tablets
  - Tablets should be factory reset to wipe all personal data.
- Printers, docking stations, monitors, keyboards, and power cables
- Company issued cell phones
  - Phones should be factory reset to wipe all personal data.
- Storage devices that could contain Company data
- ID badge

### Our ask of you

Items may be returned by one of the following methods:

1. Hand deliver to the Manager you directly reported to
2. Hand deliver to the Corporate Office security desk
  - a) The Corporate office is open 8AM-5PM, Monday-Friday, and is located at 20225 N. Scottsdale Rd., Scottsdale, AZ 85255.
  - b) Contact the security desk in advance to alert them of day/time you intend to deliver the items at [securitydesk@discounttire.com](mailto:securitydesk@discounttire.com) or 480-606-6911.
3. FedEx the items to the Corporate Office
  - a) Take the items to the FedEx store nearest you.
  - b) Ask the FedEx agent to pack and ship all the items using the Discount Tire Corporate Ship to Account, account #770974275.
  - c) Take a picture of the receipt and text or email it to the Manager you directly reported to.

**Thank you for your cooperation and best wishes in future endeavors!**