



ONBOARDING/EXIT REQUEST FORM

For Account No. 3952 Rev. 2a 08/31/2024

Complete and submit form to Trescal.
Please return all equipment to:

Trescal

625 River Oaks Parkway
San Jose CA 95134

- 1) On-boarding New Employee Exiting Employee Ship to Address Change

2) Name:

Phone:

Email:

Supervisor Name:

Supervisor Email:

3)

ENTER NEW SHIP TO ADDRESS

- 4) Assign from Trescal's Inventory Reassigning
Returning

5)

Asset No.	Manufacturer	Model No.	Description

Comments