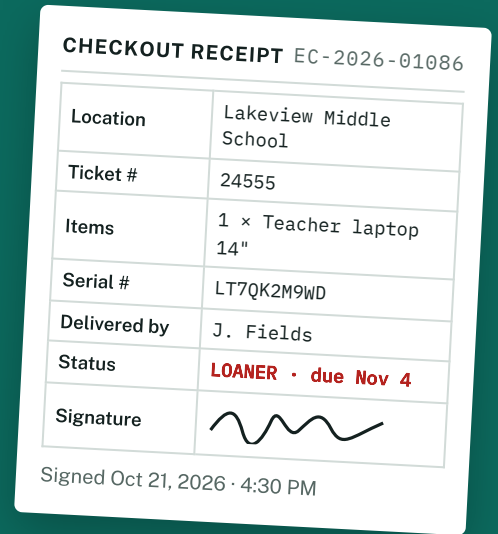


Every device signed for, receipted and searchable.

A digital sign-off for every piece of equipment your IT team hands out or takes back. Staff sign on any device, a signed receipt is created instantly, your help desk ticket is updated, and loaners remind themselves to come home.



~ Signed on the spot

Staff sign with a finger or mouse on any phone, tablet or laptop. A signed PDF receipt is created and filed automatically. No paper, no scanning.

🔗 Linked to your help desk

Enter a ticket number and the receipt is posted to the ticket automatically, with the items, serials and a link to the signed PDF.

🔄 Loaners that come back

Set a return date and the reminder goes out on its own, moved to Monday when the date lands on a weekend. Marking it returned closes it out.

STANDOUT FEATURE

Fill it out now. They sign it anywhere.

Ideal when another tech is making the delivery, the staff member isn't in the building yet, or a principal is collecting signatures for their staff.

1

Prepare the checkout

Enter the location, ticket, items and serial numbers ahead of time.



2

Email the draft

Send a link to any technician or staff member in one click.



3

They review and sign

The link opens the form already filled in. They check it, sign and submit.

Built to work with Incident IQ

When a checkout includes a ticket number, FleetSign finds the matching Incident IQ ticket and adds an internal note with everything that was handed out, who delivered it and a link to the signed receipt. Technicians never have to update the ticket by hand, and ticket numbers in your records link straight back to Incident IQ.

No Incident IQ? The ticket field is optional, and every other feature works the same.

Ticket #24555 · Activity **INTERNAL NOTE**

Equipment checkout receipt

Received by Jordan Reyes · Delivered by J. Fields
1 x Teacher laptop 14" · LT7QK2M9WD
LOANER, return by Nov 4, 2026
[View signed receipt \(PDF\)](#)

Seconds

to receipt a whole cart: scan or paste the serials

1 receipt

per checkout, signed, dated and filed automatically

0 paper

forms to chase, scan or file

Any device

phone, tablet, Chromebook or desktop

ACCOUNTABILITY YOU CAN PROVE

- **Signed on the spot.** Signature captured on any device at handover.
- **Instant signed PDF receipt** with the items, serials, location, date and signature.
- **Who delivered it, who received it.** Both are on every record.
- **Audit-ready trail.** Every handout and return is time-stamped and searchable.

SEND AHEAD FOR SIGNATURE

- **Prefilled draft links.** Fill out a checkout and email it to any tech or staff member to review and sign.
- **Save and finish later.** Start a checkout now and complete it when the person is available.
- **Paper backup.** Print a prefilled sign-off sheet for no-device situations.

BUILT FOR HOW IT WORKS

- **Bulk handouts.** Scan or paste a cart of serials, and the quantity counts itself.
- **Returns and offboarding.** Record the condition, the reason and who received it back, with its own signed receipt.
- **Automatic notifications.** The IT team gets every receipt by email.
- **Separate copies** to principals, supervisors or the employee. Each gets their own email.
- **Organized your way.** Schools listed individually, and district office departments grouped together.

SET IT AND FORGET IT

- **Automatic backups.** Nightly backups, plus a monthly spreadsheet archive emailed to IT.
- **Nothing to install.** It runs in the browser on devices your staff already have.

HELP DESK INTEGRATION

- **Automatic Incident IQ notes.** The receipt details and PDF link are added to the ticket.
- **Linked tickets.** Ticket numbers in the records open the ticket directly.
- **Optional.** Districts without Incident IQ get every other feature.

LOANERS THAT COME BACK

- **Return dates with automatic reminders** sent on the due date.
- **Weekend-aware.** Saturday and Sunday reminders go out on Monday.
- **One-click close-out.** Mark a loaner returned or kept, and pending reminders are cancelled.
- **Overdue loaners flagged** in red on the records page.

RECORDS YOUR TEAM WILL USE

- **Search everything.** Name, ticket, PO, serial, item or who delivered it.
- **Filters that matter.** Location, department, loaner status and date range.
- **Export to a spreadsheet** from any filtered view.
- **Works on a phone,** so you can look up who has a device while you're on site.
- **Restricted access.** Only approved IT staff can open the records.

See it with your own equipment list.

Try the interactive demo, then we'll set it up with your schools, departments and IT team.

[Request a live demo](#)

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