|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Order Number: | | {ordernum} | Request ID: | | | {Requestid} | | | ATN: | | | {WTN} | |
| Organisation: | {Organisation} | | | | Collection Date: | | | {ProposedCollectionDate} | | | | | |
| Site Address: | {Address1} | | | | Town: | | | {Town} | | | | | |
|  | {Address2} | | | | County: | | | {County} | | | | | |
|  | {Address3} | | | | Postcode: | | | {Postcode} | | | | | |
| Site Contact: | {SiteContact} | | | | Site Phone: | | | {sitecontactphone} | | | | | |
| Req Contact: | {RequestedBy} | | | | Req Phone: | | | {TelePhone} | | | | | |
| Est Weight: | {Weight}Kg | | | | Email Address: | | | {EmailAddress} | | | | | |
| Act Weight: | | | | | | | | | | | | | |
| Data Bearing Items: | | | | | | | Non-Data Bearing Items: | | | | | | |
|  | QTY | | | | E/H Wipe | |  | | | QTY | | |  |
| PC Base Units | {PC Working} | | | | {pcwipe} | | TFT Monitors | | | {tftw} | | |  |
| A.I.O. PCs | {aiopcw} | | | | {aiopcwipe} | | TV | | | {tvw} | | |  |
| Laptops | {lapw} | | | | {lapwipe} | | S/Boards | | | {smartboardw} | | |  |
| Mobile Phone | {mps\_w} | | | |  | | DT Printers | | | {dpw} | | |  |
| Apple Phone | {aphne\_w} | | | |  | | Projectors | | | {prow} | | |  |
| Apple Tablet | {apptab\_w} | | | |  | | CRTMonitors | | | {crtw} | | |  |
| Tablet | {tab\_w} | | | |  | | {other1} | | | {other1w} | | |  |
| Servers | {serw} | | | |  | | {other2} | | | {other2w} | | |  |
| Switches | {swi\_w} | | | |  | | {other3} | | | {other3w} | | |  |
| HDDs (Loose) | {boardw} | | | |  | |  | | |  |  | |  |
| Large Printers | {spw} | | | |  | |  | | |  |  | |  |
| Total:  {totalUnits} | | | | | | |  | | |  |  | |  |
| Customer | | | | | | | | | | | | | |
| By signing this document, the under named person confirms that they are the legal owner / data controller of the above listed assets (or authorised nominee) and are entitled to allow the transfer of custody to the Stone Group for asset management services.  Quantities of equipment transferred should be  verified with the driver (Please Initial) Verified Not Verified  Security Seal Number (If Applicable): In: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Out: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signed: x\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | |
| Driver Please take 3 pictures of 3 Serial numbers, done? Yes / No  Signed: x\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: Date: | | | | | | | | | | | | | |
| Signature of Receiving Person  Signed: x\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: Date: | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| **Site Survey**   |  |  |  |  | | --- | --- | --- | --- | | Instructions: | {CollectionInstruction} | |  | | Earliest Access: | {AccessTime} | | | Avoid Times: | | {avoid} | | Help On Site: | | {helponsite} | | Parking: | {Parking} | | | | | | | | | | | | | | | |
| Two-man: | | | | {twoman} | | | | | | | | | |
| Steps: | | | | {steps} | | | | | | | | | |
| Ground Floor: | | | | {ground} | | | | | | | | | |
| Lift: | | | | {lift} | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Order Number: | | {ordernum} | Request ID: | | | {Requestid} | | | | | ATN: | | | | | {WTN} | |
| Organisation: | {Organisation} | | | | Collection Date: | | | | {ProposedCollectionDate} | | | | | | | | |
| Site Address: | {Address1} | | | | Town: | | | | {Town} | | | | | | | | |
|  | {Address2} | | | | County: | | | | {County} | | | | | | | | |
|  | {Address3} | | | | Postcode: | | | | {Postcode} | | | | | | | | |
| Site Contact: | {SiteContact} | | | | Site Phone: | | | | {sitecontactphone} | | | | | | | | |
|  | {RequestedBy} | | | |  | | | | {TelePhone} | | | | | | | | |
| Est Weight: | {Weight}Kg | | | | Email Address: | | | | {EmailAddress} | | | | | | | | |
| Act Weight: | | | | | | | | | | | | | | | | | |
| Data Bearing Items: | | | | | | | Non-Data Bearing Items: | | | | | | | | | | |
|  | QTY | | | | E/H Wipe | |  | | | | | QTY | | | | |  |
| PC Base Units | {PC Working}  {aiopcw}  {lapw}  {mps\_w}  {aphne\_w}  {apptab\_w}  {tab\_w}  {serw}  {swi\_w}  {boardw}  {spw} | | | | {pcwipe} | | TFT Monitors | | | | | {tftw} | | | | |  |
| A.I.O. PCs | {aiopcwipe} | | TV | | | | | {tvw} | | | | |  |
| Laptops | {lapwipe} | | S/Boards | | | | | {smartboardw} | | | | |  |
| Mobile Phone |  | | DT Printers | | | | | {dpw} | | | | |  |
| Apple Phone |  | | Projectors | | | | | {prow} | | | | |  |
| Apple Tablet |  | | CRT Monitors | | | | | {crtw} | | | | |  |
| Tablet |  | | laptop charging trolley | | | | | {other1w} | | | | |  |
| Servers |  | | 0 | | | | | {other2w} | | | | |  |
| Switches |  | |  | | | | | {other3w} | | | | |  |
| HDDs (Loose) |  | |  | | | | |  | | |  | |  |
| Large Printers |  | |  | | | | |  | | |  | |  |
| Total: {totalUnits} | | | | | | |  | | | | |  | | |  | |  |
| Customer | | | | | | | | | | | | | | | | | |
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| Quantities of equipment transferred should be verified with the driver (please initial) | | | | | | | | Verified | | | | | | Not Verified | | | |
| Security Seal Number (If Applicable): | | | In: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | Out: | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| Signed: |  | | | | | | | Name: | | | | | |  | | | |
| Position: |  | | | | | | | Date: | | | | | |  | | | |
| Driver | | | | | | | | | | | | | | | | | |
| Signed: |  | | | | | | | Name: | | | | | |  | | | |
|  |  | | | | | | | Date: | | | | | |  | | | |