



## Relocation Request Form

Please fill out this form insuring all details are correct before signing to help us give you an accurate quote.

Please be aware if professional services are not used for relocating the machine you may be liable for any damages cause by mishandling during transport.

Company:	
Machine ID:	Machine Model:
Machine has a finisher	
Pickup Address:	
Level:	No. of Steps:
Other Site Details:	
Site Contact:	Phone:
Delivery Address:	
Level:	No. of Steps:
Other Site Details:	
Site Contact:	Phone:
Preferred Relocation Date:	Preferred Relocation Time:
<p>When relocating Printers and MFDs it is advised to speak with your IT contact to insure a smooth relocation. They will be able to advise you if the Printer/MFD will require setting up again at the new site.</p> <p>A Technician is required to reconnect and setup printing and scanning at new site.</p>	
Name:	Contact Phone No.:
Sign:	Date: