

Our Business Helping Your Business

MFD RELOCATION REQUEST

Company Name :

Date :

Contact Name :

Email :

Current Machine Location

Contact Name :	<input type="text"/>
Tel No :	<input type="text"/>
Email :	<input type="text"/>
Full Address :	<input type="text"/>
<input type="text"/>	

Machine Relocation Address

Contact Name :	<input type="text"/>
Tel No :	<input type="text"/>
Email :	<input type="text"/>
Full Address :	<input type="text"/>
<input type="text"/>	

Make	Model	Serial Number
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please tick box to agree to the charges/payment:

<input type="checkbox"/>	I agree to the charges of £200 for the machine relocation, per printer, plus VAT Please note this cost is based for machine relocation only.
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The customer signature below MUST be a person with sufficient authority to authorise payment and machine relocation. Solutions In Technology Ltd would like to inform the customer that if the machine is being relocated under an existing finance agreement it is the customers responsibility to notify the finance company the machine is being moved.

Solutions In Technology Ltd offer an optional service to reconfigure and setup the device onto the customer network at a cost of £75.00 per hour plus VAT. This will include setting up print drivers, scanning and automatic consumable alerts for the new network.

Purchase Order No/Ref	Print Name	Authorisation Signature
<input type="text"/>	<input type="text"/>	<input type="text"/>

<input type="checkbox"/>	Tick the box if you would like to be contacted regarding a maintenance contract for this machine if it is not under an existing service plan.
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