Relocation/Collection Request

KONICA MINOLTA

COLLECT FROM

Date required
___/___/___

Current Project Code
[_____]

Company name
[_____]

Address
[_____]

State   Postcode

Floor/Level [____]   Access   Lift ☐   Stair ☐ ▶ Approximate no. [____]

Contact name
[_____]

Phone
[_____]

DELIVER TO

Date required
___/___/___

New Project Code
[_____]

Deliver to:
☐ Collection/Recycle
☐ Warehouse (Plant/Location _____ / _____)
☐ The following company:

Company name
[_____]

Address
[_____]

State   Postcode

Floor/Level [____]   Access   Lift ☐   Stairs ☐ ▶ Approximate no. [____]

Contact name
[_____]

Phone
(__) [_____]

INVOICE TO

Same as "COLLECT FROM" ☐   Same as "DELIVER TO" ☐

Customer order number
[_____]

Office Use Only

Sold to
[_____]

Shipped to
[_____]

KM order
[_____]

Relocation/collection
$[____]

+ GST
$[____]

Total charge *(inc. GST)*
$[____]

Total monthly storage (if applicable)
$[____]

+ GST
$[____]

Total charge *(inc. GST)*
$[____]

New copy cost (if applicable)

B/W
$[____]

Colour
$[____]

AUTHORISATION

I authorise Konica Minolta Business Solutions Australia to relocate/collect our equipment. I agree and accept the Total charge(s) *(inc. GST)* as specified above.

Name
[_____]

Job Title
[_____]

Signature
✗ [_____]

Date
___/___/___

PRINT DEVICE DETAILS

Model/Serial number	Final meter reading		Financed
	B&W	Colour	
			☐ Y ☐ N
			☐ Y ☐ N
			☐ Y ☐ N
			☐ Y ☐ N
			☐ Y ☐ N
			☐ Y ☐ N

Special comments/instructions
[_____]

(05/2021)