

# Relocation/Collection Request



<b>Current Location</b>					
Site Name (if applicable)					
Street					
Suburb					
Location (eg, Office, Basement)					
Stairs					
Lift Access					
Site Access (eg, loading bay, height restriction, parking)					
Additional info (eg, site induction/PPE)					
Primary Contact		Phone		Mail	
Secondary Contact		Phone		Mail	
IT Contact		Phone		Mail	

☐ Collection/Recycle Only
 ☐ Technician required for install/networking

<b>Delivery Location</b>					
Site Name (if applicable)					
Street					
Suburb					
Location (eg, Office, Basement)					
Stairs					
Lift Access					
Site Access (eg, loading bay, height restriction, parking)					
Additional info (eg, site induction/PPE)					
Primary Contact		Phone		Mail	
Secondary Contact		Phone		Mail	
IT Contact		Phone		Mail	

<b>PRINT DEVICE DETAILS</b>			
PO/Customer Reference		Requested Date	
Device Model/s			
Serial Number/s			

<b>OFFICE USE ONLY</b>			<b>AUTHORISATION</b>	
Sold to	Shipped to	KM order	Name	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Relocation/collection	+ GST	Total charge (inc. GST)	Job Title	
\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	<input type="text"/>	
Total monthly storage (if applicable)	+ GST	Total charge (inc. GST)	Signature	
\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	<input checked="" type="checkbox"/> <input type="text"/>	
			Date	
			<input type="text"/>	
I authorise Konica Minolta Business Solutions Australia to relocate/ collect our equipment. I agree and accept the Total charge(s) (inc. GST) as specified on this form.				