

The purpose of this document is to provide Copytype with the necessary information to successfully move your multifunctional equipment to a new address. This form must be completed, signed and returned to Copytype before your movement can proceed.

Do you require an IT Specialist to reinstall your Copytype multifunctional device on up to **five (5)** computers?

Please ensure all computers / laptops are available on the day of movement.

How many computers must be connected to your Copytype device? 0-5 5-10 10-15 20+

IT Charges

R 690.00 per hour (excluding VAT)

Movement Charges: If the Copytype delivery crew is required to move the equipment with our delivery van, a charge of R 660.00 (excluding VAT) will be charged.

CUSTOMER INFORMATION & CONTACT DETAILS	
COMPANY NAME	
CURRENT ADDRESS	
GROUND FLOOR <input type="checkbox"/>	1 ST / 2 ND FLOOR <input type="checkbox"/>
STAIRS <input type="checkbox"/>	ELEVATOR <input type="checkbox"/>
MOVEMENT ADDRESS	
GROUND FLOOR <input type="checkbox"/>	1 ST / 2 ND FLOOR <input type="checkbox"/>
STAIRS <input type="checkbox"/>	ELEVATOR <input type="checkbox"/>
KEY OPERATOR	
TELEPHONE / MOBILE	
E-MAIL ADDRESS	
OFFICE HOURS	

CUSTOMER IT PERSON CONTACT DETAILS
NAME & SURNAME
TELEPHONE / MOBILE
E-MAIL ADDRESS

ADDITIONAL COMMENTS

FUNCTIONS TO BE SET UP & TRAINING	
SCAN TO E-MAIL	<input type="checkbox"/> YES <input type="checkbox"/> NO
SCAN TO FOLDER	<input type="checkbox"/> YES <input type="checkbox"/> NO
PRINTING	<input type="checkbox"/> YES <input type="checkbox"/> NO
FM AUDIT	<input type="checkbox"/> YES <input type="checkbox"/> NO
SPECIAL REQUIREMENTS:	

PLEASE CONFIRM THE FOLLOWING	
Are there adequate power points at each machine's location?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are there adequate network points at each machine's location?	<input type="checkbox"/> YES <input type="checkbox"/> NO
NETWORK CABLES ARE <u>NOT</u> SUPPLIED WITH THE EQUIPMENT. POWER CORDS ARE SUPPLIED WITH THE EQUIPMENT.	

MACHINE MODEL/S	SERIAL NUMBER/S

Name & Surname:

In his / her capacity as:

Hereby accept the movement charges as set out above.

Date: