

Uplift Request Form

Please complete this form, and fax back to arrange an uplift.

Date

1. Invoice Details (please give details of where invoices should be sent)

Company	<input type="text"/>	PO Number	<input type="text"/>
Contact Name	<input type="text"/>	Tel	<input type="text"/>
Invoice Address	<input type="text"/>	Fax	<input type="text"/>
Invoice City	<input type="text"/>	E-mail	<input type="text"/>
Invoice Postcode	<input type="text"/>		
Invoice Region	<input type="text"/>		

2. Uplift & Audit details (please give details of where the equipment is located and who should receive the Audit)

Contact Name	<input type="text"/>	UpliftTel	<input type="text"/>
Uplift Address	<input type="text"/>	Uplift Fax	<input type="text"/>
UpliftCity	<input type="text"/>	Mobile	<input type="text"/>
Uplift Postcode	<input type="text"/>	Person to receive Audit	<input type="text"/>
Uplift Region	<input type="text"/>	Person to receive Audit E-mail Address	<input type="text"/>
Preferred Uplift Date	<input type="text"/>	<input type="text"/>	<input type="text"/>

(We cannot guarantee this date)

3. Equipment & Quantities (please give an approximate indication of how much equipment you are likely to be disposing of)

Qty		Qty		Qty	
<input type="text"/>	PC's	<input type="text"/>	Comms Equipment	<input type="text"/>	Total Number of Items
<input type="text"/>	Monitors	<input type="text"/>	Removed Hard Drives for Destruction		<input type="text"/>
<input type="text"/>	Printers	<input type="text"/>	Other Electronic / Electrical Items		
<input type="text"/>	Laptops	<input type="text"/>	Televisions		
<input type="text"/>	Servers	<input type="text"/>	Heavy / Bulky Items		

IMPORTANT - PLEASE READ.

All electrical and electronic equipment **MUST** be disconnected and ready for collection on the day of the agreed uplift. This includes items such as keyboards, cables, speakers, etc. For insurance purposes, and health & safety reasons our staff will not disconnect any equipment this is the customer's responsibility.

Electrical & Electronic equipment can be both heavy and awkward to transport. Therefore, we would ask where and when possible that all equipment for disposal is centralised in one area, on ground level, with suitable access for our vehicles. (We realise that in some buildings this may be unsuitable)

If you have items you consider to be heavy or awkward please inform us when filling out this form.

Our staff will NOT uplift paper, manuals, books, or any waste other than electrical / electronic equipment.

Please Tick: I have read and understood the above information.