

Request Form

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

What is the nature of this request?

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

Company	<input type="text"/>	Date	<input type="text"/>	<input type="text"/>	<input type="text"/>
Contact Name	<input type="text"/>	PO Number	<input type="text"/>		
Invoice Address	<input type="text"/>		Tel	<input type="text"/>	
			Fax	<input type="text"/>	
Invoice City	<input type="text"/>	E-mail	<input type="text"/>		
Invoice Postcode	<input type="text"/>	We prefer to send our Invoices via e-mail. Please specify the e-mail address you would like the invoice to be sent to.			
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"/>	Uplift Region	<input type="text"/>	
Uplift Address	<input type="text"/>		UpliftTel	<input type="text"/>
			Uplift Fax	<input type="text"/>
			Mobile	<input type="text"/>
UpliftCity	<input type="text"/>	Person to receive Audit	<input type="text"/>	
Uplift Postcode	<input type="text"/>	Person to receive Audit E-mail Address	<input type="text"/>	

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"/>	LCD Monitors	<input type="text"/>	Removed Hard Drives for Destruction	<div>Additional Info:</div> <input type="text"/>	
<input type="text"/>	Monitors	<input type="text"/>	Other Electronic / Electrical Items		
<input type="text"/>	Printers	<input type="text"/>	Televisions		
<input type="text"/>	Laptops	<input type="text"/>	Heavy / Bulky Items		
<input type="text"/>	Servers				

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 insurances 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.