



Nothing's a problem.

Relocation/Collection Request

Please fill out this form ensuring all details are correct before signing to help us provide you an accurate quote.

Please be aware if professional services are not used for relocating the machine you may be liable for any damages caused by mishandling during transport.

Required fields are marked with *

*Company Name

*Machine ID

*Machine Model

Machine has a finisher/external staple unit

*Pickup Address

Level

No. of Steps

Other Site Details

*Site Contact

*Phone

Relocation

Collection Only

Delivery Address

Level

No. of Steps

Other Site Details

Same as pickup contact

Site Contact

Phone

Preferred Date

Preferred Time

A technician is required to reconnect and setup printing and scanning at the new site.

When relocating Printers and MFDs it is advised to speak with your IT contact to ensure a smooth relocation. They will be able to advise you if the Printer/MFD will require setting up again at the new site.

Please fill out all the information on this form, sign it and click the submit button (Adobe Reader is required) or alternatively, save it and email it to installs@tot.com.au

Our installation team will confirm the relocation / collection details and organise a quote.

Once the quote is approved we will book it in our installation teams schedule.

*Name

*Phone

*Signature

Date