

COPIER MOVING INSTRUCTIONS-**MOVE TO DIFFERENT ADDRESS**

All copier moves have to be done by Xerox. If we move a copier and it gets damaged it will void the warranty and CISD will be responsible for all repairs. Moves are not done by the regular Technician and have to be submitted in writing to be scheduled with Xerox's moving team. **This can take up to 3 weeks.**

Complete this form & send to Stephanie Hendershot at shendershot@conroeisd.net to get the process started.

Equipment ID Number _____

Equipment Serial Number _____

Current Location Information:

School/Department Name _____

School/Department Address _____

Contact Name _____

Phone Number _____

Email Address _____

Are there stairs involved? _____

If so, is there an elevator available _____

If there is not an elevator, describe the staircase _____

What type of flooring is there in the area the equipment will be picked up from _____

List the Hours of Operations for your location _____

Does your facility close for lunch? If so, what hours _____

New Location Information:

School/Department Name _____

School/Department Address _____

Contact Name - if different _____

Phone Number - if different _____

Email Address - if different _____

Are there stairs involved? _____

If so, is there an elevator available _____

If there is not an elevator, describe the staircase _____

What type of flooring is there in the area the equipment will be moved to _____

Is the correct Electrical at the new location (9100's require 220-volt Outlet)? _____

Is there a Data Line at the new location? _____

List the Hours of Operations for your location _____

Does your facility close for lunch? If so, what hours _____

Requested Day/Week for move. Enter a date range not a specific date. _____

List any Special Instructions for the Movers:

