AskOtago | **Uia**Ōtākou **Print Device Form**



This form must be completed for the purpose of accuracy of information and authorisation for payment.

New Install	Move		Remove		Upgrade	
Device #:	t: Serial #:		Model:			
CAMPUS:		_ DEPARTMI	ENT:			
CURRENT DEVICE INFORMATION			NEW DEVICE INFORMATION			
Contact Name			Contact Name			
Phone Number			Phone Number			
Email Address			Email Address			
Cost Centre			Cost Centre			
Current Location	Rm#		New Location	Rm#		
Address	Building		Address	Building		
	Address			Address		
Bldg Code			Bldg Code D203			
	City Date	Postcode Time	-	City Date:	Postcode Time	
Date	Stairs	Elevator	Date	Stairs	Elevator	
Site Access	Jans	Lievatoi	Site Access	Stall's	Lievatoi	
Port / Outlet	Rm#		Port / Outlet	Rm#		
Torici / Corisarriabics	Building		Toner / Consumables Delivery Address	Building		
	Address		Delivery / daress	Address		
	,a			7.007.033		
	City	Postcode		City	Postcode	
COST OF RELOCATION: PI	ease tick appropriate	boxes below	INSTALLATION REQUIF	RED All moves require	a POrder for re-installation	
Building to Building - \$250 +GST			Yes - \$135 +GST			
Within Building - No	charge					
Campus to Campus			Purchase Order	Purchase Order(made out to Canon NZ Ltd)		
All other non-standard relocation			(made out to Canon N	Z Llu)		
charges require a quote.					UNIVERSITY	
Special Instructions:				> <u>Ö</u> <	OTÁGO	
					Te Whare Wānanga o Otāgo	
				SAPERE AUDI	NEW ZEALAND	
NAME:			DATE:			
TITLE / POSITION:			SIGNED:			
THEE 7 TOSITION.			SIGINED.			
DNS NAME:			IP ADDRESS:			
DNS NAME: MAC ADDRESS:						
			Please email completed form to uniflow.uniprint@otago.ac.nz			