



LOANER EQUIPMENT SHIPPING REQUEST

Date:	Sales Office:	Store #:
Requestor Name:	Extension:	All Eq Same Store #
DBA:		
Contact Name for Install:	Phone #:	
Contact Name for Delivery:	Phone #:	
Street Address:		
City / State / Zip:	Ship To:	
Service Type:	Product:	
CCP:	MID:	

Current equipment to which loaner will connect:

<i>Terminal Based</i>	<i>PC Based</i> Must have all Windows updates and for XP Service Pack 3
PABX: Connection:	Contact has Admin Rights:
Phone Lines:	USB or Serial Port Available:
Dedicated Phone Line:	O/S: IE Ver: Svc Pk

# of Terminals:	# of Imagers:	# of Checkreaders:
Number of Units Being Returned: <input type="checkbox"/> New Request <input type="checkbox"/> Additional Equipment <input type="checkbox"/> Replacement		
Equipment Classification Requested:		

+++++ RSS Use Only +++++

Pgrmd for Store	Equipment Type	Serial #	Shipped Asset #	Returned Asset #

Power Supply: _____ Qty: _____ Power Supply: _____ Qty: _____

Data Cable: _____ Qty: _____ Data Cable: _____ Qty: _____

Programmed by: _____ Tested by: _____ Date: _____

+++++ Shipping Information +++++

All equipment will be shipped the following day after shipping request has been received.
FedEx CANNOT deliver to a P.O. Box

Flat Rate Billing Standard Rate Billing

5 or more units require special pricing – VP signature required for Overnight or Second Day.

- Overnight** (\$38 for one device, \$13 each additional device) VP: _____
- Second Day** (\$28 for one device, \$10 each additional device) VP: _____
- Ground** (\$13 for one device, \$3 each additional device)
- Special Order** EVP: _____
- RSL** (# of term/rdrs: _____ # of Pwr Splys: _____ # of Data Cbls: _____)

FedEx Account # for Billing: _____

E-mail Confirmation to: _____

VP / EVP Approval: _____
Only Required Based On Shipping Method Selected

Quality Inspection: _____