



Canon Production Printing Equipment Relocation Request Information Form

Thank you for contacting our office with regard to the relocation of your Canon Production Printing equipment.

We understand that you are rearranging your office layout or moving to a new location.

To ensure that the interruption to your business is kept to a minimum, we would like to work with you in planning ahead the movement of the Canon Production Printing equipment so that you can resume normal business operations in the shortest time possible.

We will take care of coordinating all of the activities pertaining to the Canon Production Printing equipment move and we will ensure that our trained Carriers and our skilled Customer Service Engineers accomplish the move safely and efficiently.

To ensure this smooth relocation we require your assistance by providing us with information as detailed below.

MODEL TYPE:	SERIAL NUMBER:

To ensure that the carrier and engineers are available for the machine(s) move, we will need a minimum of 10 days' notice.

Please specify two (2) preferred movement dates. ___/___/___ or ___/___/___

	CURRENT SITE:	NEW SITE:
Company Name		
Site Address		
Contact Person for machine(s) / software movement		
Phone / Mobile Numbers		
Email Address		



Comments	
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Customer Checklist

	Yes	No
• Is your new site available for a site inspection?		
• If under construction please advise a date when it will be available for a site inspection? • Date available _____		
• Will the Carriers :-		
• Need to negotiate Stairs		
• Is there a lift available		
• Have Restricted Access and / or need to be inducted		
• Need to move device through Narrow Doorways'		
• Does the new location of your Canon Production Printing device have a live power outlet?		
• Does the new location of your Canon Production Printing device have a data port that is active?		
• Will new network settings be required at the new location? ***If yes please complete the attached Canon Production Printing Network Installation Requirements		

Upon receiving the above information we will engage our carriers to conduct a site inspection of the site(s) to evaluate accessibility, pathways, doorways and the most direct and appropriate route to the proposed new location.

Once a site inspection has been completed and all information is returned, we can then provide you with an estimation quotation which will include the carrier cost to relocate your machine and include the Canon Production Printing engineer time to secure the machine for transport and for making the machine ready for operation at the new location.

Information supplied in this form is imperative for a smooth relocation. Additional costs will be incurred if the Canon Production Printing Service Engineer and/or Carrier is required to attend subsequent callouts due to missing or incorrect information supplied, site/network readiness or other reasons which are outside Canon Production Printing's control.



Once you have completed the form, please send it to contractsaustralia.au@cpp.canon

If you should have any queries or questions, please do not hesitate to contact us on 1300 363 449.

Thank you