**We need below information for to complete shipping arrangements** (Please fill on the line)

Vendor Name :­­­­­­­­­­­­­­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Invoice Number : \_\_\_\_\_\_\_\_\_\_\_\_\_Invoice Date : \_\_\_\_\_\_\_\_\_\_\_\_

* Dock available (Yes or No) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Lift gate needed (Yes or No): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Business hours: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Semi-Truck 18ft (Yes or No)\_\_\_\_\_\_\_\_\_
* Any stairs : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Picked up address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Machine Ready for Pickup Date:­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_

Note: Expect shipping arrangement may take up to 10-14 days. The machine needs to be deinstalled to be picked up - we are not responsible for the deinstallation.

Machine and accessories for creating ID:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Printer |   |  | Copier |   |
| Controller |   |  | Controller |   |
| Scanner |   |  | Finisher |   |
| # of rolls |   |  | LCT |   |
| ID |   |  | Others |   |
|  |  |  | ID |   |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Printer |   |  | Copier |   |
| Controller |   |  | Controller |   |
| Scanner |   |  | Finisher |   |
| # of rolls |   |  | LCT |   |
| ID |   |  | Others |   |
|  |  |  | ID |   |