**We need below information for shipping arrangement**

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)\_\_\_\_\_\_\_\_\_**
* **limitations on the dock (Yes or NO) ­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Any stairs : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Picked up address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Need COI: ­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* **Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Machine Ready for Pickup Date:­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_**
* **Machine needs to be deinstalled to be picked up, we are not responsible for the deinstallation.**

**Note: Expect shipping arrangement may take up to 10-14 days.**

**Machine and accessories for creating ID:**

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