

## DEVICE CHANGE INFORMATION FORM

### Moved Device

Make / Model: \_\_\_\_\_ Serial #: \_\_\_\_\_

\*Previous Internal Location: \_\_\_\_\_

\*New Internal Location: \_\_\_\_\_

Asset Tag # of Device: \_\_\_\_\_

*\*Internal locations consists of the user and / or department where the printer resides.*

### Removed Device from Program

Make / Model: \_\_\_\_\_ Serial #: \_\_\_\_\_

Internal Location of device: \_\_\_\_\_

Shipping Address of device: \_\_\_\_\_

Asset Tag # of Device: \_\_\_\_\_

Ending Meter Count: \_\_\_\_\_

### Added Device to Program

Make / Model: \_\_\_\_\_ Serial #: \_\_\_\_\_

Internal Location of device: \_\_\_\_\_

Shipping Address of device: \_\_\_\_\_

Asset Tag # of Device: \_\_\_\_\_

Current Meter Count: \_\_\_\_\_

*Please submit a configuration page when adding devices.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_