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| **EQUIPMENT RELOCATION NOTIFICATION FORM**  KCDA Contract #23-213 |

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| **Internal Use Only:**  **DATE** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **TIME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **COMPLETED BY:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Please Print |

**If Toshiba will be relocating the Equipment:**

Step 1: Fill out the form. Customer must sign this form indicating consent to move equipment. Contact Toshiba’s Operations Department and notify that you desire to move the equipment. Send this form to [TABS-KCDA@tecglobal.onmicrosoft.com](mailto:TABS-KCDA@tabs.toshiba.com).

Step 2: Operations coordinates coverage at the new location if applicable. Operations assigns new dealer, informs Funding Source. Operations contacts the new servicing dealer to inform that the equipment is coming. Operations coordinates shipping company and removal date. Dealer to give quote to Customer and bill direct.

Step 3: Operations sends this form to the current dealer for final meter read upon removal. Current dealer removes the equipment and loads onto shipping carrier. Current dealer returns this form to [TABS-KCDA@tecglobal.onmicrosoft.com](mailto:TABS-KCDA@tabs.toshiba.com).

Step 4: Operations faxes this form to the new re-installing dealer. Dealer invoices Customer for de-installation fees re-installation fees and shipping charges per quote.

Step 5: Installing Servicing Dealer, re-installs the equipment, obtains new customer location signature below, acknowledging installation. Installing Dealer sends back to [TABS-KCDA@tecglobal.onmicrosoft.com](mailto:TABS-KCDA@tabs.toshiba.com).

**If Customer/Dealer will be relocating the Equipment:**

Step 1: Fill out the form. Customer must sign this form indicating consent to move equipment. Customer contacts Dealer that you desire to move the equipment. Dealer informs Funding Source. If Dealer will be relocating, Dealer to give quote to Customer and bill direct.

Step 2: Customer/Dealer completes relocation and submits copy of form to [TABS-KCDA@tecglobal.onmicrosoft.com](mailto:TABS-KCDA@tabs.toshiba.com).

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| *Equipment Relocation Change* | | | |
| Current Address: | | New Address: | |
|  | |  | |
|  | |  | |
| Serial # |  | Serial # (if different) |  |
| Model |  | Model |  |
| Contact |  | *Contact* |  |
| Phone |  | *Phone* |  |
| *Equipment Relocation Meter Read* | | | |
| Meter Read: | | | |

# Current Customer Signature, Title Date

# New Customer Location Signature, Title Date