



MACHINE RELOCATION REQUEST FORM

Current Install Address:		New Address / Location:	
Postcode		Postcode	

Contact name for machine move		New contact (if applicable)	
Current telephone number		New telephone number (if applicable)	
Current fax number		New fax number (if applicable)	
Current e-mail address		New e-mail address (if applicable)	
Customer account number			
Machine serial number			
Machine model			
Date required for move			
Will the machine be moved up or If so, do we have access to a lift?			
Requested and authorised by			
		New Invoice Address: (if applicable)	
		Postcode	

Date Requested:		New invoice contact details	
Print Name:		New invoice telephone number	
Signed:		New invoice fax number	
		Person responsible for meter readings	

Please complete this form and send it back to the Service Department. Please be aware that we need at least **7-working days'** notice of a machine move to guarantee your desired move date. A machine move is charged at **£65.00 plus VAT** (which includes the first 15 minutes labour). Additional labour is charged at **£35.50 plus VAT**, per 15 minutes. Any subsequent re-networking of the machine will also be charged in addition to this.