

Move request

Customer	Company			Contact details	First name		
	Street				Last name		
	Postcode / Town				Department		
	Invoice address				E-mail address		
	Customer no. (to be provided by Ricoh)				Tel. (direct line)		

Device details

Model (select from drop-down list)	Serial number	Transport segment

Location details

Location	Company			Contact	Person responsible for device – First name / Last name		
	Address				Tel. (direct line)		
	Postcode / Town				E-mail address		
	Department				Cost centre		
	Building						
	Floor						
	Room no.						

1. Relocation order* from "Location"

* The return of hardware that is no longer required (includes recycling process and also return to customer storage) is treated as a relocation order.

New location	Company, Relocation address			New contact	Customer no., Relocation address		
	New address				Person responsible for device – First name / Last name		
	Postcode / Town				Tel. (direct line)		
	Department				E-mail address		
	Building				Cost centre		
	Floor				Desired collection date*		
	Room no.				Desired reinstallation date*		

Exceptional situation of delivery Yes No

* In due consideration of an advance notice of at least 10 workdays

"Campus" relocation order

	Product code	Service	Cost
<input type="checkbox"/>		Relocation within same building/same area (no vehicle required for transportation)	
<input type="checkbox"/>		Including reintegration into customer network	
		Processing fee	
Total amount, "Campus" relocation			

"Move CH" relocation order

	Product code	Service	Cost
<input type="checkbox"/>		Relocation within Switzerland and Liechtenstein	
<input type="checkbox"/>		Including reintegration into customer network	
		Processing fee	
Total amount, "Move CH" relocation			

Order total in Swiss francs, excl. VAT

Move request

2. GCT General Contractual Terms

By signing this contract the undersigned confirms their acceptance of the General Contractual Terms of Ricoh Switzerland Ltd.

3. Implementation of the contract

This contract becomes effective once Ricoh Switzerland Ltd. returns written confirmation to the customer.

4. Charging

All formulations are fixed-price. The charges on the order are levied retrospectively and must be paid net within 30 days. All prices are stated in Swiss francs and are exclusive of VAT.

5. Customer comments

6. Order placement and signature

Place / Date

Signature (with company stamp)

7. Order confirmation by Ricoh Switzerland Ltd.

Place / Date

Signature (with company stamp)

**Please send the completed and signed form by e-mail to move@ricoh.ch.
Thank you for your order.**