

Thank you for your interest in Retire-IT! Please take a moment to complete questions and email it to us at [support@retire-it.com](mailto:support@retire-it.com)  
 To save the completed form, choose File > Save As and rename the file.  
 If you require immediate assistance, please call us at (888) 839-6555. Thanks again, The Retire-IT Team

### PRIMARY CONTACT

Company:		First Name:		Last Name:	
Phone:	Mobile:	Fax:	Email:		
Address:		City:		State:	Zip:

### SITE CONTACT

Same as Primary Contact?    Yes    No		First Name:		Last Name:	
Phone:	Mobile:	Fax:	Email:		
Address:		City:		State:	Zip:

### INVENTORY LIST

Is an inventory list available?    Yes    No    *If so, please email to [support@Retire-IT.com](mailto:support@Retire-IT.com)*

	Number of Units	Description (if non-standard, please provide approximate weight/dimensions or model number)
PC's		
Servers		
Laptops		
Monitors / Terminals / LCDs		
Printers		
MFDs / Faxes / Scanners		
Copiers		
Networking Equipment		
Docking Stations / Port Replicators:		
UPSs		
Other:		
Other:		
Boxes of Misc. (e.g. keyboards, mice)		
<b>Total # of Items:</b>		<b>Is data destruction required?</b> Yes    No

### PICKUP INFORMATION

Ready Date:	Requested Pickup Date (if flexible you may leave blank):	Requested Pickup Time (if flexible you may leave blank):
Where is the equipment located?		
Warehouse/Storage	One Room/One Building	Multiple Rooms/One Building    Multiple Buildings
If Other, please specify:		
Is the equipment palletized?	Yes    No    No, but could be	If so, how many pallets?
Is the equipment on the ground floor?	Yes    No	If no, is there a freight elevator available?    Yes    No
How far is the equipment located from the exit door?	Can hand carts be utilized to transport items?    Yes    No	
Does the location have a dock?    Yes    No		
If no, how close can a truck park to the exit door?		
If yes, what are the dock hours?		
If no, where can we palletize (e.g. dock, parking lot)?		

### PICKUP INFORMATION CONTINUED...

Maximum size truck location can accommodate: 16'      24'      28'      48'      53'	Is a lift gate needed? Yes      No	Is a pallet jack available? Yes      No	Is a forklift available? Yes      No
Scheduling required or time limits on pickups? Yes      No      If so, please clarify:			
Does the freight company need a Insurance Certificate to enter facility?      Yes      No			
Is union labor required to enter the building?      Yes      No			

### ADDITIONAL COMMENTS