

To have your copier or printer moved to a different location, please complete the following information. There is no charge to have the equipment moved. Please give approximately 12 days lead time. Copiers or printers located on main campus and the medical center in Ann Arbor can only be moved on a Wednesday or Friday by Konica Minolta only. Please email the completed information to Debby Burch at dburch@umich.edu.

Date of move:

Serial number:

or

ID number:

Model number:

Current room and building:

Current street address:

Contact person:

Contact person's phone number:

Move copier to (room and building):

Street address:

New contact person:

New contact person's phone number:

Please let me know if you have any questions

Debby Burch

dburch@umich.edu