

Please contact Debby Burch to make sure your copier or printer is not under a 4 year time commitment and can be returned before completing this form.

Please complete the following information to have your copier or printer picked up by Konica Minolta. There is no charge to have the equipment picked up. Please give approximately 12 days lead time. Copiers or printers located on main campus and the medical center in Ann Arbor can only be picked up on a Wednesday or Friday by Konica Minolta. Please include any extra toner you may have in your supply area with the return. Email the completed information to Debby Burch at dburch@umich.edu.

Date you would like the copier picked up:

ID number:

or

Serial number:

Model number:

Contact person:

Phone number:

Room and building:

Street Address:

Reason for return:

Please let me know if you have any questions.

Debby Burch

dburch@umich.edu