Scheduling a Move for Your Toshiba Equipment

Before you call, please take a moment to collect the following key points of

information to ensure your move goes smoothly.

* Date for your move. At least two weeks’ notice in advance of your move is appreciated.
* Equipment ID number, your ID number will be located on an Asset Tag affixed on the front of your copier.
* Name, phone number and email address of the primary contact person at both the pickup location and the new location.
* Complete current address, and the new address, including floor, suite or room number if any.
* Be prepared to discuss details about the building’s logistics. Are there stairs? A loading dock? An Elevator?

Please call or email Brittany Zurface, Executive Sales Representative at

(317) 660-0174

or

[Brittany.Zurface@tbs.toshiba.com](mailto:Brittany.Zurface@tbs.toshiba.com).

Thank you for choosing Toshiba. We are looking forward to serving you.