

# Trade In Exchange/Sale Information Request Form

## Representative Information

Rep Name (If Applicable):  
 Email:  
 Phone: Ext:

## Customer Information

Client Name:  
 Contact:  
 Address:  
 City: State: Zip:  
 Email:  
 Phone: Ext:

## Required Equipment Information

Date of Equipment Availability:  
 Will you require Data Wiping Services?  
 Yes  
 No

## Comments or Other Information

Quantity	Equipment Type	Manufacturer	Other	Condition (working/non-working)

