



State of Delaware Contract GSS19091-Copier_Pri

End of Lease Equipment Return Form Hilyard's Business Solutions

Please Email This Form 30 Days Prior to Lease Term Expiration to Michael Hilyard at state@hilyards.com. If you have any questions or concerns please contact Michael Hilyard by email or by phone 302-995-2201.

Please note, it is possible that the equipment on this contract may be picked up before the agreement has terminated. The State of Delaware remains responsible for any pending payments to the term of the contract regardless of the location of the equipment. No additional payments or charges beyond the contract term will be incurred provided that all invoices are paid on time and in full.

Date of Request: _____ **Requestor Name:** _____

Contact Information

Name _____ **Title** _____

Email _____ **Phone Number** _____

Authorized Signature _____

Equipment Location Address: _____

Building Name, Room/Suite Number _____

City, State & Zip Code _____

Instructions: _____

Equipment Information

Copier Model & Serial Number _____ **Hilyard's Machine ID # (located on sticker)** _____

Meter Read _____ **Date Form sent** _____

Lease End Date _____

Accessories

Return Date Requested

Date: _____

Data security/hard drive wipe will be done by Hilyard's upon pick up of the machine and a certificate presented to an authorized witness.