TOSHIBA

Leading Innovation

# STATE OF DELAWARE CONTRACT: GSS24091-COPIER_PRI

## END OF LEASE EQUIPMENT RETURN FORM FOR:

## TOSHIBA BUSINESS SOLUTIONS

*Please email this form 30 days prior to the end of the lease term. Forms can be sent to Dan Megahan, at dan.megahan@TBS.TOSHIBA.COM. If you have any questions or concerns please feel free to contact Dan by email, or by phone at 302-377-0735.

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, SUITE #:

CITY, STATE & ZIP:

SPECIAL INSTRUCTIONS:

### EQUIPMENT INFORMATION

COPIER MODEL & SERIAL:

TOSHIBA EQUIPMENT ID (EA#):

METER READING:

LEASE END DATE:

RETURN DATE REQUESTED:

*Hard drive wipe will be done by Toshiba upon pickup, with certificate provided*