

Hewlett Packard GmbH Global Promotion Services Herrenberger Str. 140 71034 Böblingen Germany

Transfer Note

Pick-up address:		Delivery-To address (to be filled out by HPE Promotion Services):		
	,			
Contact phone number and e-mail				
address:				
Local Contact				
Details: Reference number				
(if available):				
Product Description	Dimensions (LxWxH) in Meters	Weight in kg	Wheels on the device or palletized?	
Additional information Picture of the device(s) or rather				

Please list and describe each product separately

the packed goods

Pallets	Quantity	Dimensions	Weight
euro pallets			
one-way pallets			
industrial pallets			
If EURO pallets, exchange red	quested?		
Collection Site Conditions:			
Loading ramp on site?			
Truck with tail lift needed?			
Forklift on site?			
Are the devices placed on			
ground floor ready for			
collection?			
If not: Lift available that			
can be used?			
Which Floor are the			
products on?			
Are there any steps /			
obstacles on the way to the			
truck?			
Is a second man needed to			
assist the driver during the			
collection?			
Is packaging material needed	?		
Are there any special rules in			
order to enter the premises			
(ID, advance notice of a visit)?	•		
Is there any size limitation as			
far as the TRUCK SIZE AND			
WEIGHT is concerned?			
Specials:			
Opening hours:			
Requested pick up date (cann	ot he		
guaranteed):	01 00		
Please fill in the below details o		collection. Thank you i	n advance to send it back
to Hewlett Packard Partner via	e-mail.		
The above mentioned products	have been	oicked-up on:	
by Carrier / On behalf of carrier	:		
On behalf of: Hewlett Packard			
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Process: The carrier gets in contact with the customer few days before collection in order to agree the exact pick up details. On the day of collection, the Carrier contacts the above mentioned person to inform about the upcoming collection.

Date, signature Carrier

Date, signature Customer