CPS DELIVERY SERVICES WORK REQUEST

Non Public Schools: Please complete request and fax to NPSS Office
Phone: 365-6796 Fax: 365-5175

FROM: (Building)	**LOCATION WITHIN BUILDING:**
TO: (Building)	**LOCATION WITHIN BUILDING:**

TYPE OF SERVICE REQUESTED

☐ **DELIVERY & PICKUP**

Requested Pick Up or Delivery Date_____

Subsequent Delivery or Pickup Date_____

Number of Items & Description_____

_____

☐ **DELIVERY ONLY - Requested Date**_____

Number of Items & Description_____**0**

_____

☐ **PICK-UP ONLY - Requested Date**_____

How Many Boxes_____

Description_____

CPS Asset Tag Numbers must be listed below for the following items to be picked up.

It is not necessary to list CPS tag or serial numbers on keyboards, mice, power adaptors, speakers, or small miscellaneous computer parts / equipment. **Item & Asset Tag Number (Use Serial No. if tag is missing.) Must note if the item is in working condition last column.**	CPU	Monitor	Printer	TV	Fax	Copier	Laptop/Tablet	Laminator	Other	WORKING ? YES or NO

AUTHORIZED NAME / PHONE:	**DATE FAXED:**