

**PLEASE SUBMIT COMPLETED FORM TO SALESADMIN@365SMARTSHOP.COM**

Partial Data Moves will be processed and scheduled in approximately 5-7 business days from acceptance of the completed order with receipt of ALL deliverables and confirmation that the kiosk is online.

Email acknowledgement or communication with original Operator must be submitted before the request can be processed



## Partial Data Move Request Form

### Original Device Location - Where is This Device Coming From?

Device Serial Number	
Operator Name	
Branch (SmartHQ) or Org (ADM) Name	
Current Location Name	
Replacing Existing Device? (If yes, provide serial number)	
PO (Optional)	

### Operator Information

Operator Name	
Cost Center (if applicable)	
Contact Name	
Phone Number	
Contact Email	
Operator Billing Address	

### New Operator Org/Branch - Where is the Device Going?

Is this device changing Orgs/Branches?	
If Yes, what is the name of this Org/Branch this is being moved to?	
New Operator Org/Branch Name	
New Operator Org/Branch Address (include city, state and zip)	
Proposed Opening Date	
Site Sales Tax %	
Need by Date	
Enable GMA? (Y/N)	

