



MFD (Multi-Function Device) Move Form

Contact Name: _____

Date: _____

Department _____

Contact Phone Extension _____

Requested Move Date _____

Equipment ID # (8-digits) _____

Location of MFD Move: _____ / _____
From To

New Quad/Port: _____ / _____
From To

MFD Model (please select): Bizhub 4050 Bizhub 287 Bizhub 454e Bizhub 554e Bizhub C308

INSTRUCTIONS:

- Completely fill out this form and submit it to NU Reprographics five (5) days in advance of the requested move date
- Call x2766 the day before the requested move date to verify move and location
- Remit to NU Reprographics, attn.: Bill Corrigan (w.corrigan@northeastern.edu)

Please note that it will take a few business days for the MFD to be networked properly in the new location