***Logistics Worksheet***

|  |  |
| --- | --- |
| Date: |  |
| Company or District: |  |
| Job # (Created by Logistics): |  |
| Main Contact: |  |
| Direct and Cell Phone: |  |
| e-Mail: |  |
| Pickup Address Street: |  |
| Pickup Address Street 2: |  |
| City, State, Zip: |  |

**Equipment to be recovered:**

 **Asset Type Quantity (Estimated)**

|  |  |
| --- | --- |
| Computers |  |
| Laptops |  |
| CRT Monitors |  |
| LCD Monitors |  |
| Network (Switches, Routers, etc.) |  |
| Televisions |  |
| VCR/Tape Recorders/DVD Players |  |
| Printers/Plotters |  |
| Copy Machines/Fax Machines |  |
| Hand Held Devices |  |
| Other |  |

|  |  |
| --- | --- |
| Estimated # of Pallets: |  |
| # of Locations: |  |
| On site location of assets: |  |
| Special Instructions/Requests/Promises: |  |

Once the form is complete submit the form to Tom Early at:

tearley@globalassetonline.com

Phone:(972) 695-8600 #5010