



Milner Inc.
 5125 Peachtree Industrial Blvd.
 Norcross/30092
 1-800-875-5042

Date _____
 Tech _____
 Tech ID _____

HARD DRIVE REMOVAL/SURRENDER FORM

Company _____ Street Address _____
 Contact _____ City/Zip _____
 Phone _____ Suite _____
 Email _____

#	Machine Model	Machine Serial	HDD Model	HDD Serial
1				
2				
3				
4				
5				

This form is an acknowledgement that the HDD's listed above have been removed per the customer's request. They have been listed by the model and serial numbers of both equipment and HDD. The HDD's have been given to the proper person for the security of the customer information that may be contained on the above HDD's.

THE HDD'S ARE NEVER TO BE UNATTENDED WITHOUT THE CUSTOMER SIGNATURE ON THIS FORM AND MUST BE HANDED OVER AT THE TIME OF THE CUSTOMER SIGNATURE.

If the machine is to be returned to Milner without a HDD, this original form must be returned to Milner and the customer is to receive a copy of the form. A copy of this form must be attached to the machine taped to the copy glass.

If the machine is to be returned to a leasing company by Milner after the HDD's have been removed and surrendered to the customer, the customer understands that they will be responsible for a charge of \$350.00 per HDD to cover the replacement of the HDD.

This form releases Milner of any and all liability of the customer information that might be contained on the HDD's.

Technician Signature _____

Customer Signature _____

Customer Print Name _____