

Disposal log for POLYCOM terminals

INSTRUCTIONS FOR CLIENTS

Please fill in the fields highlighted in gray, enter the SN and send to the following email address as a PDF document together with the Excel file (if necessary):
polycom@ruag.ch

Please send the terminals you need to dispose of along with the printed form to the following address:

RUAG Switzerland Ltd
Fachstelle Entsorgung
Chemin de Pré Yonnet 2
1860 Aigle

Sender/client

Item/Designation	SN	Note	Config cleared

to be completed by the client. The table can also be sent as an Excel file.

Attachment Name of the Excel file with SNs:

Your signature on the lines below (labeled "transferring entity" and "receiving entity"), certifies the correct and complete transfer/receipt of the items listed above.

Receiving entity (RUAG)

Place/date:

Last name/first name:

Transferring entity (client)

Place/date:

Signature:

Last name/first name:

Confirmation of proper destruction (filled in by RUAG)

The signature of the person listed below certifies that the encryption chip in the terminals listed above has been properly destroyed and the remaining parts have been sent for proper disposal.

Place/date:

Signature:

Last name/first name:

Comments