

# CUSTOMER EMEA Voice Technology Upgrade Program

## To be completed by the Customer Customer Trade-in Letter of Authentication

I hereby verify that the conference phones being traded in comply with the terms and conditions outlined in the EMEA Voice Technology Trade In Program documentation.

I also verify that the trade-in equipment was purchased by \_\_\_\_\_  
(*company name*) and is **currently** used in our business.

We commit to ship the old equipment we are trading in back to Polycom within 30 days of the new units being shipped from the Polycom Channel Partner.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Must be signed by an authorised purchasing agent or authorised buyer)

Name: _____ Title: _____
Telephone Number: _____
Polycom Partner Name: _____ RMA #: _____
Current conf. phone Model Name 1: _____
Current conf. phone Model Name 2: _____
Conf Phone Serial No(s) _____
Conf Phone Serial No(s) _____

This letter must be copied onto your company letterhead and signed, and a photocopy of your business card attached below. Fax completed letter to Polycom as outlined in the program overview.

ATTACH PHOTOCOPY OF  
BUSINESS CARD HERE

