

Seller's Checklist

The best way to receive the most value and minimize delays in selling your lab equipment is to provide all the pieces, parts, and information that go together with your system. Please use this checklist as a guide through the process. You can strike-through any item that is not applicable.

System Hardware

- All system components collected and listed (manufacturer, model & serial number for each item)
- Critical subcomponents secured for shipping (according to mfg's instructions)
- System appropriately decontaminated
- Decontamination certificate completed
- Cables and connectors
- Proprietary table/cart (if applicable)
- System enclosure (if applicable)
- Accessories and options (check for items that may have been stored away and unused)

Computer Hardware & Software

- Computers for system including keyboards, mice, and monitors
- Cables and connectors
- Dongles / license hard locks (devices that plug into computer to allow software to function)
- Original media for all application s/w packages (including updates)
- Any additional digital downloads for s/w updates (if s/w was updated via downloads)
- All usernames and passwords for computer admin and application software access supplied
- Software licenses and license keys
- Proprietary data deleted (be careful not to disable software)

Other Key Information

- System is free of liens (company owns system outright, or if leased, provide copy of UCC release form)
- Copy of original invoice and/or packing slip (if available)
- Service history (if available)

#	Manufacturer	Model No. / Name	Serial No.
1			
2			
3			
4			
5			
6			
7			
8			

Notes *(please provide any additional information, list accessories, describe damage/malfunctions, and note missing items)*