

**Laptops For Children**

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| **Section 1** **To Be Completed by the School or Education Establishment** | **Section 2** **To be completed by the Children’s Trust** |
| **Name of School or Education Establishment** | **Key Contact Name** | **Contact Number** | **Contact E-mail** | **Date and Time Arranged for Collection:** | **Name of Person Collecting:** | **Vehicle Reg:** | **Laptop Allocation Count** | **Laptops to be Allocated to:**  | **Router Allocation Count** | **Routers to be Allocated to:** |
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**Instructions:**

Please complete section 1 and e-mail it to LaptopsforChildren@birmingham.gov.uk who will process your form and get in touch with your nominated key contact to arrange a collection date/time.

Once the details have been arranged our Business Support Team will complete section 2 and return the form to your nominated contact as confirmation of your booking.