



## SLT Checklist

The following checklist is designed to assist you in assembling all documentation needed to complete your Software License Transfer. Please check off each of the documents as you complete them. When you have all of the documents listed below, please mail to Hewlett-Packard Company at the address listed at the bottom of this page.

\_\_\_\_\_ Software License Transfer Request Form, filled out completely. (Please do not forget phone and fax numbers for **both** parties involved in this SLT.)

\_\_\_\_\_ Exhibit E36 signed by **buyer** (Transferee).

\_\_\_\_\_ One of the following documents as your proof of ownership. One of the documents listed below **must** accompany your SLT request in order for processing to begin. **Please note:** In order to be accepted as valid proof of ownership, **ALL** proofs of ownership must include Serial Number, Model Number, User License level, and a list of installed software.

\_\_\_\_\_ Signed, executed Software License Transfer Authorization Exhibit F00, **OR**

\_\_\_\_\_ Invoice from Hewlett-Packard or an HP-authorized reseller, **OR**

\_\_\_\_\_ Current Agreement for Support Services (valid within last 12 calendar months). **Please Note:** Quotations for Support will **NOT** be accepted as valid proof of ownership unless accompanied by a renewal letter from HP.

\_\_\_\_\_ \$400 USD processing fee, plus applicable sales taxes based on **buyer's** location (not seller's), for each system transfer being requested. HP accepts checks, money orders, Visa, MasterCard and American Express.

When you have completed this checklist and have all of your documentation in order, please send all documents to:

Hewlett-Packard Company  
SLT Department  
690 E. Middlefield Road, m/s 2003  
Mt. View, CA 94043-4001

If you have any questions concerning your Software License Transfer, please contact the SLT Department at:

slt@hp.com

Fax number – 650-960-5670