

**COPIER SERVICE PROGRAM ORDER FORM**

**A. Customer Information**

Department: \_\_\_\_\_ Delivery Information

Customer Name: \_\_\_\_\_ Street Address: \_\_\_\_\_

Customer Phone: \_\_\_\_\_ Building: \_\_\_\_\_

Customer Email: \_\_\_\_\_ Room: \_\_\_\_\_

Delivery Instructions: \_\_\_\_\_ *Elevator Access:*  YES  NO

**B. Billing Information**

Budget Manager Name: \_\_\_\_\_ People Soft #: \_\_\_\_\_

Budget Manager Phone: \_\_\_\_\_

Budget Manager Email: \_\_\_\_\_

Budget Manager Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

*By signing, you acknowledge that you are authorized to do business on the budget listed.*

**C. Equipment Selection**

<b>55 Pages per Minute - Xerox C8055</b>				
Equipment Bundle	48 Month Lease (Per Month)	Cost Per Copy Black & White	Cost Per Copy Color	Request to Order
Copy/Print/Scan/Fax Multi-position Stapler Hole Punch Network Ready Maintenance and Supplies included	\$131.00	\$0.0040	\$0.0390	<input type="checkbox"/>
<b>70 Pages per Minute - Xerox C8070</b>				
Equipment Bundle	48 Month Lease (Per Month)	Cost Per Copy Black & White	Cost Per Copy Color	Request to Order
Copy/Print/Scan/Fax Multi-position Stapler Hole Punch Network Ready Maintenance and Supplies included	\$169.00	\$0.0039	\$0.0390	<input type="checkbox"/>
<b>Light Production Device - Xerox XC60 (60 Pages per Minute)</b>				
Equipment Bundle	48 Month Lease (Per Month)	Cost Per Copy Black & White	Cost Per Copy Color	Request to Order
Copy/Print/Scan/Fax Multi-position Stapler Hole Punch Network Ready Maintenance and Supplies included	\$550.00	\$0.0076	\$0.0430	<input type="checkbox"/>

*\*Excludes Monthly CPC Charges*

Monthly Lease	Finisher Upgrade	Total Mo. Charge*

*Please Allow 4-5 Weeks for Delivery Once Form is Submitted*