

TOSHIBA MANAGED PRINT AND COPY ORDER FORM

Upon completion, save and email form to: Eltsvanet.Baines@tbs.toshiba.com 954-243-7371 c/c alfonsod@fdu.edu

(Your email submission will serve as confirmation of authorization/signature. Please be sure to copy Dean, Director and/or Budget Manager during your submission)

INDICATE TYPE OF SERVICE

Single Department - YES/NO

Shared/ Multiple Departments - YES /NO

EQUIPMENT LOCATION

CAMPUS	PHYSICAL ADDRESS	BUILDING NAME	BLD CODE -ROOM #

DEPARTMENTAL INFORMATION

DEPARTMENT NAME	CONTACT NAME	E-MAIL	PHONE #

Provide contact information and a default billing number for . If shared indicate the % cost split for equipment lease.

DEPARTMENT ID	EQUIPMENT LEASE ACTIVITY #/ PROJECT ID	USAGE ACTIVITY/ PROJECT ID	ALLOCATION
			100%

PREPARATION INFORMATION

Confirm the statements below by checking the appropriate box. If you cannot confirm, please contact DoIT to comply.

An active **electrical outlet** is located where equipment will be installed YES/NO

An active (dedicated) **network drop** is located where equipment will be installed YES/NO

An active **phone line** (if requesting fax services) is located where equipment will be installed YES/NO

EQUIPMENT AND ACESORIES

MODEL	DESCRIPTION	QTY	LEASE CHARGE
2528A	B/W - 25 ppm		\$ 71.92
3528A	B/W - 35 ppm		\$ 83.64
4528A	B/W - 45 ppm		\$ 96.74
5528A	B/W - 55 ppm		\$ 129.41
6528A	B/W - 65 ppm		\$ 143.54
9029A	B/W - 90 ppm		\$ 249.40
2525AC	COLOR - 25 ppm		\$ 98.17
3025AC	COLOR - 30 ppm		\$ 109.89
4525AC	COLOR - 45 ppm		\$ 174.46
5525AC	COLOR - 50 ppm		\$ 178.92
6527AC	COLOR - 65 ppm		\$ 288.40
Power Filter	ALL MODELS		Included
STAND5015 Stand	25PPM - 45PPM BW & Color Unit		Included
PAPERCUT - Secure Print Release	ALL MODELS		Included
Alternate Drawer Options			
KD1072&MY1052 Cassette Bank 2X550 Paper Cassettes - 2 additional drawers (Total 4 drawers)	Optional Add 25PPM - 45PPM Units		\$ 7.97
KD1073LT Large Capacity Tray or 2000 Sheet - Extra 3rd larger drawer	** 5525AC, 6527AC ** 5528A, 6528A, 9029A Base Config Includes Large Capacity 2000 Drawer		Included
KD1073LT Large Capacity Tray or 2000 Sheet - Extra 3rd larger drawer	OPTIONAL ADD ** 2525AC, 3025AC ** 2528A, 3528A, 4528A		\$ 8.75
MP2503L Additional external Large Capacity Tray or 2500 Sheets	** OPTIONAL ADD 6527AC & 9029A Units Only		\$ 10.62
Staple Finisher Options			
Inner Staple Finisher	** 2525AC, 3025AC ** 2528A, 3528A, 4528A Base Config Includes Inner Staple Finisher		Included
MJ1113 Console Staple Finisher (Adds 2 feet on left) Includes KN5005 (Bridge Kit)	** 4525AC, 5525AC, 6527AC ** 5528A, 6528A, 9029A Base Config Includes Console Staple Finisher		Included
MJ1113 Console Staple Finisher (Adds 2 feet on left) Includes KN5005 (Bridge Kit)	** OPTIONAL ADD 2525AC; 3025AC; 4525AC 2528A; 3528A; 4528A		\$ 3.24
MJ1114 Saddle Stitch Booklet Finisher	ALL MODELS		\$ 10.20
3-Hole Punch	ALL MODELS		\$ 5.28
Fax			
Fax GD1370N	ALL MODELS		\$ 6.06

MONTHLY RECURRING CHARGE

Please add card reader for PaperCut

READ TERMS AND CONDITIONS - PROVIDE SIGNATURE

TOSHIBA LEASE AGREEMENT

The order above is for the lease of copier/printing equipment with Toshiba. Upgrades during the contract term are allowed with no penalty. Pricing for upgrades will reflect the new unit pricing and bill for the remainder of the contract period. Downgrades during the contract term are assessed a 4 month penalty of the current monthly base charge. This fee is waived if the unit can be placed and the cost assumed at another site within the University. Pricing for a downgrade will reflect the new unit pricing and bill for the remainder of the contract period. Cancellation penalties vary and are handled directly with Toshiba base upn length of lease.

Print Budget Manager Name _____
Budget Manager Signature _____