

TOSHIBA MANAGED PRINT AND COPY ORDER FORM

Upon completion, save and email form to: JamieN.Thomas@tbs.toshiba.com c/c alfonsod@fiu.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 ACCESORIES

MODEL	DESCRIPTION	QTY	LEASE CHARGE
478S	B/W - 50 ppm Destop		\$ 51.10
2018A	B/W - 20 ppm		\$ 82.89
3518A	B/W - 35 ppm		\$ 95.68
4518A	B/W - 45 ppm		\$ 109.04
5018A	B/W - 50 ppm		\$ 136.20
6518A	B/W - 65 ppm		\$ 178.53
8518A	B/W - 85 ppm		\$ 226.82
2515AC	COLOR - 25 ppm		\$ 119.70
3015AC	COLOR - 30 ppm		\$ 122.34
4515AC	COLOR - 45 ppm		\$ 183.72
5015AC	COLOR - 50 ppm		\$ 188.99
6516AC	COLOR - 65 ppm		\$ 326.35
Fax	Paperless & Standard - GD1370M		\$ 6.00
Console Finisher Upgrade	BW & Color Unit - MJ1109B -Included on Models 6516AC ,6518A & 8518A		\$ 3.12
Booklet Finisher	BW & Color Unit - MJ110B - Models 2515AC, 3015AC, 4515AC,5015AC,2018A, 3518A,4518A,5018A		\$ 9.74
Booklet Finisher	BW & Color Unit - MJ110B - Model 6516AC, 6518A & 8518A		\$ 10.10
3 -Hole Punch Finisher	MJ110B- All Models except 6518A & 8518A		\$ 5.05
4 -Hole Punch Finisher	MJ110B-Models 6518A & 8518A		\$ 4.84
2000 Sheet Large Capacity Feeder	K1059B - No Available on Models 6516AC, 6518A & 8518A		\$ 5.53
Cassette Bank 2X550 Paper Cassettes	KD1058B & MY1048B - No Available on Models 6516AC, 6518A & 8518A		\$ 7.34
2500 Sheet Large Capacity Tray Feeder	MP2502B - Models 6516AC, 6516AC & 8518A		\$ 10.62
Power Filter	All Products		included

MONTHLY RECURRING CHARGE \$ _____ -

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 montly base charge. This fee is waived if the unit can be placed and the cost assumed at abother 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 _____