

# Copier Quote Request Form

Order Date:

Requested By:	Extension:	Lab/Program/Division:	Account Key:

## Current Equipment & Computers:

Current Copier:	Monthly Volume (on current copier):	Computers in use in your office:
Make _____	B/W _____	PC _____
Model _____	Color _____	Mac _____

## New Equipment:

Desired Output Speed:	Monthly Volume (to bid):	Purchase or Lease:
B/W _____	B/W _____	<input type="checkbox"/> <b>Lease</b> (Please mark all lease terms you would like quoted) <input type="checkbox"/> 24 <input type="checkbox"/> 48 <input type="checkbox"/> 36 <input type="checkbox"/> 60  <input type="checkbox"/> <b>Purchase</b> (Please attach lease vs. purchase analysis)
Color _____	Color _____	

## Accessories:

Please check any accessories you need. Some items will incur an additional cost.

- ☐ **Duplexing document feeder** (reads both sides of your originals for copying or scanning)
- ☐ **Automatic duplexing** (two sided copy and print)
- ☐ **Enlargement / reducing capabilities**
- ☐ **Sorting** (separates sets of copies you're making)
- ☐ **Stapling**
- ☐ **2/3 hole punch**
- ☐ **Fold and staple** (magazine style)
- ☐ **500 sheet paper drawers** (choose 2-4) \_\_\_\_\_
- ☐ **Large capacity paper drawer** (letter size; typically holds 2,000 – 3,500 sheets) **Fax**
- ☐ **capability**
- ☐ **Print from your computer** (PCL printing)
- ☐ **Print from your computer** (post script printing)
- ☐ **Scan to your computer or e-mail**