

# MACHINE ORDER FORM

## Step 1: Understanding Your Current Situation

Fiscal Officer Name: \_\_\_\_\_

Fiscal Officer E-mail: \_\_\_\_\_

Budget Purpose for Billing - Lease: \_\_\_\_\_

Budget Purpose for Billing - Click Charges: \_\_\_\_\_

Contact Name for Billing on Equipment: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Contact Name for Service Calls on Equipment: \_\_\_\_\_

Phone number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Department: \_\_\_\_\_

Room #: \_\_\_\_\_

Building: \_\_\_\_\_

Current Machine Model: \_\_\_\_\_

Stiles Machine ID #: \_\_\_\_\_

Location of Equipment (building): \_\_\_\_\_

Location of Equipment (room): \_\_\_\_\_

Current Quarterly Volume (Black and White): \_\_\_\_\_

Current Quarterly Volume (Color): \_\_\_\_\_



## Step 2: Qualifying your Needs

- |  |     |    |
|--|-----|----|
| 1. Will you need color?  | Yes | No |
| 2. Do you fax?   | Yes | No |
| 3. Do you need a floor model or a desktop model?   |     |    |
| 4. Do you need stapling?   | Yes | No |
| 5. Do you scan over 200 sheets at a time?  | Yes | No |
| 5a. If "yes", how often?   |     |    |
| 6. If your current machine does not offer color, do you use another device to print color in house or outsource? | Yes | No |
| 7. Are you satisfied with the current speed of your machine? (Rate 1-10)   |     |    |
| 1    2    3    4    5    6    7    8    9    10  |     |    |

**The next three (3) pages will outline the types of machines, along with their accessories. Pricing will be entered by GFI after initial submission of order to GFI, Nate Kaminskas, [nkaminskas@gfidigital.com](mailto:nkaminskas@gfidigital.com) BEFORE fiscal officer signature.**

## Step 3: Choosing a Machine (Desktop)

Please select the machine that suits you best.



### Sharp BP-540WR Black and White

0-6,000 Quarterly Volume  
(Standard fax)

B/W Click Charge: \$0.0084 per page  
Standard paper capacity: 650 sheets

#### Optional Accessories



600 Sheet Paper Drawer  
Can add up to three (3)

Enter quantity



High Stand



Inner Finisher



### Sharp MX-C428F Color

0-6,000 Quarterly Volume  
(Standard fax)

Color Click Charge: \$0.067 per page  
B/W Click Charge: \$0.0097 per page  
Standard paper capacity: 600 sheets

#### Optional Accessories



550 Sheet Paper Drawer  
Can add up to five (5)



Adjustable Stand

## Step 3: Choosing a Machine (Black and White Stand Alone)

Please select the machine that suits you best. **All pricing below reflects quarterly pricing.**



### Sharp BP-50M26 Black and White

6,000 - 15,000 Quarterly Volume  
(without fax)  
(with fax)  
B/W Click Charge  
\$0.0065 per page  
Standard paper capacity: 1,200 sheets



### Sharp BP-50M31 Black and White

15,000 - 30,000 Quarterly Volume  
(without fax)  
(with fax)  
B/W Click Charge  
\$0.0065 per page  
Standard paper capacity: 1,200 sheets



### Sharp BP-50M45 Black and White

30,000 - 150,000 Quarterly Volume  
(without fax)  
(with fax)  
B/W Click Charge  
\$0.058 per page  
Standard paper capacity: 1,200 sheets

## Optional Accessories

Accessories can be added to any of the above models



1,750 Sheet Paper Capacity



2,300 Sheet Paper Capacity



3,300 Sheet Paper Capacity



Inner Finisher



1,000 Sheet External Finisher



3,000 Sheet External Finisher

## Step 3: Choosing a Machine (Color Stand Alone)

Please select the machine that suits you best. **All pricing below reflects quarterly billing.**



### Sharp BP-50C31 Color

15,000 - 30,000 Quarterly Volume  
(without fax)  
(with fax)

B/W Click Charge: \$0.0087 per page

Color Click Charge: \$0.05 per page

Standard paper capacity: 1,200 sheets



### Sharp BP-50C45 Color

30,000 - 150,000 Quarterly Volume  
(without fax)  
per quarter (with fax)

B/W Click Charge: \$0.0087 per page

Color Click Charge: \$0.05 per page

Standard paper capacity: 1,200 sheets

## Optional Accessories

Accessories can be added to any of the above models



1,750 Sheet Paper Capacity



2,300 Sheet Paper Capacity



3,300 Sheet Paper Capacity



Inner Finisher



1,000 Sheet External Finisher



3,000 Sheet External Finisher

## Step 4: Finalize Communication & Signatures

Please note that all toner, parts, and labor are included in the service contract. **Staples are not included.** Fax charges are billed separately through SIU Telecommunications

Quarterly Total: \_\_\_\_\_

Order Form Prepared By: \_\_\_\_\_

Date: \_\_\_\_\_

Fiscal Officer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***Department will submit order to GFI, Nate Kaminskas, [nkaminskas@gfidigital.com](mailto:nkaminskas@gfidigital.com) for pricing first and then obtain fiscal officer approval / signature. Order will be placed after fiscal officer sign off.***

Notes: