

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 and prices.

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: _____

Department Signature: _____

Date: _____

Fiscal Officer Signature: _____

Date: _____

** Departments will not be able to place an order without fiscal officer approval and signature **

Notes: