

LOS RIOS COMMUNITY COLLEGE DISTRICT

PURCHASE ORDER NO

0003016106

PURCHASING: (916) 568-3071 • FAX: (916) 568-3145
 ACCOUNTING OPS: (916) 568-3065 • FAX: (916) 286-3636

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

Date 03/02/2015	Revision 1 - 03/04/2015	Page 1
Payment Terms NET 30	Freight Terms Shipping Point	Ship Via Best Metho
Reference: 3004964 JOHNSONC	Location / Dept 04ASPH109 SME	

Vendor: 0000004527
 RAY MORGAN CO.
 1580 VINEYARD RD
 ROSEVILLE CA 95678

Phone: (916) 630-2121
Fax: (916) 630-2122

email:

Ship To: FOLSOM LAKE COLLEGE
 RECEIVING
 10 COLLEGE PARKWAY
 FOLSOM CA 95630-6798
 United States

Bill To: 1919 Spanos Court
 Sacramento CA 95825-3981
 United States

Tax Exempt? N

Line-Sch	Item/Description	Quantity	UOM	PO Price	Extended Amt	Due Date
1- 1	COPIER - CANON MODEL#: IRAC2225	1.00	EA	4,158.95	4,158.95	03/16/2015

Sub Total Amount	4,158.95
Sales Tax Amount	332.72
Total PO Amount	4,491.67

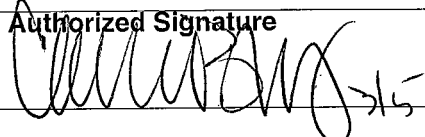
BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
COPFD	6490	41	FL.VA.NEQP	67700	83647	053C	4,491.67	2015

0003004964KIRKLINK19-FEB-2015

Verification of this purchase order can be made using the Los Rios Community College District web site listed below. If you have any questions, please contact the Purchasing Office at (916)568-3071.

<http://www.losrios.edu/purchasing/povalidation>

All shipments, invoices, and correspondence must be identified with our Purchase Order Number. Overshipments will not be accepted unless authorized by Buyer prior to shipment.

Authorized Signature


Notice to vendor: You are responsible for delivering goods and delivery documents to the Receiving Department at the site. Failure to do so will delay payment processing. Vendor is responsible for obtaining verification of delivery by authorized Receiving Room personnel. Receipt of goods by other parties and failure to obtain authorized signatures may also delay payment. NOTE: PAYMENT TERMS NET 30
 MATERIAL SAFETY DATA SHEETS (MSDS) must be provided with the delivery of product as required by law.

LOS RIOS COMMUNITY COLLEGE DISTRICT

American River College • Cosumnes River College • Folsom Lake College • Sacramento City College

PURCHASE ORDER TERMS AND CONDITIONS

1. **APPLICABLE LAW:** The contract resulting from this order shall be governed by the laws of the State of California
2. **COMPLETION OF ORDERS:** LRCCD reserves the right to withhold payment until order is completed.
3. **DISCOUNTS:** Please show cash payment discount offered on your invoice in connection with any discount offered, time will be computed from date of delivery of the supplies or equipment, or from date correct invoices are received in the office specified by LRCCD if the latter date is later than the date of delivery. Payment is deemed to be made for the purpose of earning discount, on the date payment is mailed or on behalf of LRCCD.
4. **INVOICES:** Invoices shall be prepared and submitted in duplicate unless otherwise specified. Invoices shall contain Purchase order number, date, description of items, sizes and quantities, unit prices, extended totals, place and date of delivery. Invoices or vouchers not on printed bill heads shall be signed by the CONTRACTOR or person furnishing the supplies or services. Every invoice shall be properly itemized. If LRCCD has not received billing for product or services within a one year period LRCCD will not be held responsible for satisfying the debt.
5. **CHANGES:** No change or modification in terms, quantities, or specifications may be made without express authorization in writing from the LRCCD Purchasing Office and signed by the parties hereto, and no oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto. If unit cost of any item exceeds the amount shown by 10% or \$250.00 whichever is less do not ship. Contact LRCCD Purchasing at the phone number provided.
6. **BILL OF LADING:** If Bill of Lading is applicable to this order, send originals to "Ship to" address and duplicate Bill of Lading with invoices to "Bill to" address. All correspondence, invoices, bills of lading, shipping memos, packages, etc., must show purchase order number. If factory shipment, advise factory to comply.
7. **TRANSPORTATION CHARGES:** Invoices for prepaid transportation charges must be supported by original receipted expense bills.
8. **FOB POINT AND FREIGHT CHARGES:** Unless otherwise specified on this order, all items shall be delivered FOB Destination. No charge for delivery, drayage, express, parcel post, packing, cartage, insurance, license fees, permits, or for any other purpose will be paid by LRCCD unless expressly included and itemized in the order. Unless otherwise shown, on "FOB Shipping Point" transactions, CONTRACTOR shall arrange for lowest cost transportation, prepay and add freight to invoice and furnish supporting freight bills if the amount exceeds \$50.00. On "FOB Shipping Point" transactions, should any shipments under this purchase order be received by LRCCD in a damaged condition and any related freight loss and damage claims filed against the carrier or carriers be wholly or partially declined with the inference that damage was the result of the act of the shipper such as inadequate packaging or loading or some inherent defect in the equipment and/or material, CONTRACTOR on request of LRCCD shall at CONTRACTOR's own expense assist LRCCD in establishing carrier liability by supplying evidence that the equipment and/or materials was properly constructed, manufactured, packaged, and secured to withstand normal transportation conditions. Shipments that are California intrastate in nature and where freight is to be borne by LRCCD shall be tendered to carriers with written instructions that rate and charges may not exceed the lowest lawful rates on file with the California Public Utilities Commission.
9. **PATENT INDEMNITY:** The CONTRACTOR shall hold LRCCD, its officers, agents and employees harmless from alleged liability of any nature or kind, including costs and attorney fees and expenses, for infringement or use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract or purchase order.
10. **TAXES:** Certain articles sold to LRCCD are exempt from certain Federal excise taxes. LRCCD will reimburse the CONTRACTOR for, or pay directly, all California State and local sales and use taxes applicable to this purchase.
11. **EQUAL OPPORTUNITY EMPLOYER:** The acceptance of this purchase order by a supplier of goods and services is a certification that such supplier complies with all provisions of executive order 11246 and is an equal opportunity employer.
12. **GENERAL SAFETY ORDERS:** All materials, supplies and services sold to LRCCD shall conform to the general safety orders of the State of California. All materials, except as otherwise specified, must be new and of the best quality of their respective kinds.
13. **INDEMNIFICATION:** CONTRACTOR shall indemnify, defend and hold harmless LRCCD, its trustees, officers, agents, employees and volunteers, from any and all claims, demands, suits, causes of action, damages, penalties, breaches of this agreement, infringement of patent rights, costs, expenses, violations of employee occupational health and safety laws, attorney fees, losses or liability, property damage, personal injuries to or death of persons, arising out of, alleged to have arisen out of, or relating in any way to CONTRACTOR's work to be performed under this agreement, except if caused solely by the negligence of LRCCD.
14. **TERMINATION:** LRCCD may terminate this agreement and be relieved of the payment of any consideration to CONTRACTOR should CONTRACTOR fail to perform the covenants herein contained at the time and in the manner herein provided. In the event of such termination LRCCD may proceed with the work in any manner deemed proper by LRCCD. The cost to LRCCD shall be deducted from any sum due the CONTRACTOR under this agreement and the balance if any, shall be paid the CONTRACTOR upon demand.
15. **ASSIGNMENT:** Without the written consent of LRCCD, this agreement is not assignable by CONTRACTOR either in whole or in part.
16. **PUBLIC WORKS PROJECTS:** CONTRACTOR must comply with Public Contract Code.
17. **CA LABOR CODE:** Pursuant to Section 1700, and following, the CONTRACTOR shall pay not less than the prevailing rate of per diem wages as determined by the Director of the California Department of Industrial Relations. Copies of such prevailing rate of per diem wages are on file at the Business Office of the Los Rios Community College District, 1919 Spanos Court, Sacramento, CA 95825. Those copies shall be made available to any interested party upon request. The CONTRACTOR shall forfeit, as penalty to the LRCCD, Fifty Dollars (\$50.00) for each calendar day or portion thereof, for each workman paid less than the stipulated prevailing rates for any work done under the contract by him/her or by any subcontractor under him, in violation of the provisions of such Labor Code.
18. **NOTICE:** Your employees may be exposed to hazardous substances during the course of their work while on LRCCD property. For additional information on the hazardous substances that your employees may be exposed to contact the LRCCD General Services Department at (916) 568-3048.
19. **INSURANCE:** CONTRACTOR shall, at all times, maintain in full force and effect the following insurance: Workers' Compensation, Commercial General Liability, Auto Liability, and Professional Liability if licensed professional. Policy limits for each shall be at least \$1,000,000 AND \$3,000,000 AGGREGATE for bodily injury, personal injury and property damage. Any combination of General Liability and Excess Coverage can be combined to meet the Aggregate. LRCCD shall be named as an additional insured on CONTRACTOR's policies. The CONTRACTOR shall provide a certificate of insurance and required endorsements to comply with this section at least 15 days prior to commencement of work under this contract. The certificate shall state that LRCCD will be given 30 days notice of any material change or cancellation in coverage.
20. **DISQUALIFIED EMPLOYEES:** CONTRACTOR shall ensure that persons who perform services on LRCCD property have not been convicted of any felony, or any controlled substance offense or any sex offense as those terms are defined by Education Code section 87008-87010. If LRCCD determines that any person employed by CONTRACTOR to work on LRCCD property is incompetent, unfaithful, intemperate, disorderly, abusive or is otherwise unsatisfactory, CONTRACTOR shall cause that employee to be removed from working on LRCCD property immediately, and that person shall not be employed again on LRCCD property.
21. **WORK AUTHORIZATION:** Prior to LRCCD's acceptance of this Agreement, CONTRACTORS who are not U.S. citizens must provide verification of (a) work authorization status from the appropriate U.S. Department of State; (b) a copy of their U.S. visa; (c) the number of days present in the U.S.; and (d) tax treaty status. LRCCD shall not make any payments to CONTRACTOR unless CONTRACTOR holds the appropriate U.S. visa. CONTRACTOR is responsible for ensuring they are in possession of the appropriate visa.
22. **WARRANTY:** CONTRACTOR expressly warrants that all materials, goods, equipment, services, and/or labor shall conform to the requirements set forth or incorporated into this order and any applicable industry standards or requirements, shall be merchantable and free from defects in workmanship, materials and/or design (including latent defects), and shall perform as specified. CONTRACTOR further warrants that all materials, goods, equipment, services, and/or labor will be fit and sufficient for the particular purposes intended by LRCCD. Unless agreed upon otherwise between LRCCD and CONTRACTOR, the warranty period shall be the longer of: (a) any express warranty included in this service agreement; (b) one year after the materials, goods, equipment, services, and/or labor are accepted by LRCCD; or (c) any warranty period provided under any applicable California law.

Requisition

Vendor: RAY MORGAN CO.
1580 VINEYARD RD
ROSEVILLE CA 95678
United States

Ship To: RECEIVING
10 COLLEGE PARKWAY
FOLSOM CA 95630-6798

Business Unit: COPFD OPEN	
Req ID: 0003004964	Date: 02/19/2015
Page 1	
Requester: Colleen R Johnson	Bldg#: SME
Requester Signature	
Buyer: Christina Gallarzo	
Approved:	

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	COPIER CANNON IRAC2225TAX = \$332.72PO TOTAL = \$4491.67BACK UP DOCUMENTATION SENT TO BUSINESS OFFICE	1	EA	4,158.95	4,158.95	03/12/2015

ASSET DEPT: SME LOCATION: 04ASPH109 CATEGORY: EQUIP 1

Total Requisition Amount: 4,158.95

<u>BU</u>	<u>Acct</u>	<u>Fd</u>	<u>Org</u>	<u>Prog</u>	<u>Sub</u>	<u>Proj</u>	<u>Amount</u>
COPFD	6490	41	FL.VA.NEQP	67700	83647	053C	4,158.95

Purchases Charged to Catagorical Programs, Grants or Special Project.

This purchase is in compliance with the requirement of _____

For grants/special projects _____

Name: _____

Approval Signature	Approval Signature	Approval Signature
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Ray Morgan Company

Technology You Can Trust Customer Excellence Since 1956

Proposal Prepared for: LRCCD - Folsom Lake College

- 25/30 Page Per Minute (B&W & CLR) Copier/Printer
- 51 Image Per Minute (B&W & CLR) Scanner
- 50 Sheet Automatic Duplexing Document Feeder
- 2GB of Memory
- 80GB HDD
- 1,070 Sheet Standard Paper Capacity (2,270 Max)
- 7" SVGA Full- color, TFT Screen (Display Panel)
- 1,200x1,200 DPI Resolution
- Quick Menu- programmable buttons for simplified use
- Energy Star qualified
- Reduction of CO2 emission in manufacturing process
- Exceeds EU RoHS Directive standards



IRAC2225/30 Copier/Printer/Scanner

Shown here with additional finisher tray & cassette feeding unit.

- ADVANCE imageCHIP Print System
- UFRII/PCL/PS Print Drivers
- Account Track (1,000 Codes)
- 10/100/1,000 BaseT Capabilities
- USB Printing (TIFF, JPEG formats)
- Secure Print & ADVANCE box
- SD, SDHC, Comp. Flash, Mem. Stick, Microdrive (Opt.)

- Universal SEND (Scan & Send)
- Scans up to 51 Images Per Minute (B&W & CLR)
- Scan formats Include PDF (OCR), TIFF, JPEG & PP
- Scan to PC
- Scan to FTP
- Scan to SMB
- Scan to Email (SMTP, POP3, I- Fax)
- Scan to Google Drive
- Scan to ADVANCE box
- Scan to Application (I WAIN/ISIS Driver- Pull Scanning)
- Simultaneous scan to destinations (Email, fax, PC, SMB etc.)
- Faxing System (Optional)
- PC Faxing
- Incoming faxes routed to Email, SMB (folder) and/or printed
- 2,000 One Touch Buttons
- Broadcasting up to 600 locations
- Duplex Transmission/Reception
- Group Dialing up to 400 locations

Figures do not include any applicable taxes

IRAC2225 (Machine #1):		Cash Price	36 Mo FMV
Main Frame (Meets Listed Requirements)		\$54,158.95	\$ 124.77
3 Year MA (Machine #1)	Rate	Vol	TCO
Black & White	\$ 0.008	63,000	\$ 491.40
Color	\$ 0.058	24,000	\$ 1,392.00
Total Cost of Operation			\$ 1,883.40
Total Cost of Ownership (3 Yr Lease)			\$ 6,375.06

IRAC2230 (Machine #2):		Cash Price	36 Mo FMV
Main Frame (Meets Listed Requirements)		\$5,164.21	\$ 154.93
3 Year MA (Machine #2)	Rate	Vol	TCO
Black & White	\$ 0.008	162,000	\$ 1,296.00
Color	\$ 0.058	6,900	\$ 400.20
Total Cost of Operation			\$ 1,696.20
Total Cost of Ownership (3 Yr Lease)			\$ 7,273.55

Cost Per Copy Includes:

All inclusive Service includes all Parts, Labor, Supplies;

Fax Server (Optional)

Fax directly out of Outlook/GMAIL

Incoming faxes are PDFs sent directly to intended recipient

Paperless cover sheets & confirmation pages

Potential of immediate ROI with enhanced efficiencies

Vander Werf, Wenda

From: Barnes, Kathy
Sent: Thursday, February 19, 2015 11:01 AM
To: Vander Werf, Wenda
Subject: RE: copier purchase

Suite 9 machine, Canon IRA 2225, location: FL1-09
Maintenance estimate for March 2015 – June 30, 2015:
B/W estimated usage 6993 @ .008 = \$ 55.95
Color estimated usage 4002 @ .058 = \$ 232.12
Total: \$288.07. They like tidy numbers so I would round up to at least \$290.00.

FL4 machine, Canon IRA 2230, location: FL4-142
Maintenance estimate for March 2015 – June 30, 2015:
B/W estimated usage 16,605 @ .008 = \$132.84
Color estimated usage 708 @ .058 = \$41.06
Total: \$173.90. I would round up to at least \$180.00

Kathy

Kathy Barnes Liguori
Folsom Lake College

From: Barnes, Kathy
Sent: Thursday, February 19, 2015 8:49 AM
To: Vander Werf, Wenda
Subject: FW: copier purchase
Importance: High

If you don't already have it, here is the Ray Morgan info:
VC: 4527
Ray Morgan Company
1580 Vineyard Rd
Roseville, CA 95678
Sales contact: Greg Smith, 916-577-1671
Maintenance contract contact: Tina Peters, 530-230-4827

Let me know if you need anything else.

Kathy

Kathy Barnes Liguori
Folsom Lake College

From: Johnson, Colleen
Sent: Wednesday, February 18, 2015 6:54 PM
To: Vander Werf, Wenda
Cc: Barnes, Kathy; Light, Julia
Subject: FW: copier purchase
Importance: High

Vander Werf, Wenda

From: Johnson, Colleen
Sent: Wednesday, February 18, 2015 6:51 PM
To: Kirklin, Kathleen
Cc: Anderson, Jae; Barnes, Kathy; Vander Werf, Wenda
Subject: RE: copier purchase

Thank you – and we will work with Wenda to complete the online requisitions.

From: Kirklin, Kathleen
Sent: Wednesday, February 18, 2015 6:43 PM
To: Johnson, Colleen
Cc: Anderson, Jae; Barnes, Kathy
Subject: RE: copier purchase
Importance: High

Hi Colleen,

Kudos and a Thank You to Kathy and you for hounding the vendors for quotes and a very thorough comparison. In reviewing the spreadsheets, I agree with Kathy's recommendation to go with Ray Morgan. We will need to write up a requisition for each suite.

MDF/Copier

- Suite 9 *603 H* COPFD 6490 41 FL.VA.NEQP 67700 83647 053C \$4,158.95 plus tax
- Suite 4 *FL workroom* GENFD 6490 12 FL.VI.IEQP 49990 00000 548H \$5,164.21 plus tax

MDF/Copier Maintenance

- Suite 9 GENFD 5600 11 FL.CP.COAD 67100 00000 041A
- Suite 4 GENFD 5600 11 FL.VI.OFFC 67900 00000 041A

Jae: Please process a journal entry to set up the 548H account for the FL4 copier. There appears to be enough balance in the 5600 account to cover the 2014-15 1st year maintenance through June 30.

Wenda can prepare the online requisitions for you if you wish.

Kathleen



Kathleen Kirklin | Vice President, Administration

Folsom Lake College | 10 College Parkway | Folsom, CA 95630

p. 916.608.6733 | f. 916.608.6584 | kathleen.kirklin@flc.losrios.edu | www.flc.losrios.edu

From: Johnson, Colleen
Sent: Wednesday, February 18, 2015 5:53 PM
To: Kirklin, Kathleen
Subject: FW: copier purchase
Importance: High

Kathleen –

Attached are two spreadsheets comparing quotes for copiers in Ste. 9 and FL4 as well as copies of the quotes used in the comparisons. Based on Kathy's recommendation below, two Canon copiers should be ordered.

If you need anything else, please let me know.

Colleen

From: Barnes, Kathy **On Behalf Of** FLC-Printing
Sent: Wednesday, February 18, 2015 4:14 PM
To: Johnson, Colleen
Cc: Kelly, Laura
Subject: copier purchase

Colleen, the copier quote spreadsheets are attached.

I would like to recommend purchasing two Canon's from Ray Morgan. One of the Canons is priced lowest among its competitors, and the second is only \$8 more than its closest competitor. Both show significant savings when calculated out over the next three years.

Kathy

Kathy Barnes Liguori
Printing Department
916-608-6650
Folsom Lake College
10 College Parkway
Folsom, CA 95630
barnesk@flc.losrios.edu
flc-printing@flc.losrios.edu

Instructional MFD's, February 2014

Suite 9

B/W and Color, Approximately 20+ ppm, two sided printing, duplex document handler, two paper drawers + bypass tray, basic stapling, printing from a USB device, scan to USB, PCL drivers, Standalone cabinet, surge protectors for standard non-dedicated 110 receptacles.

Caltronics

Toshiba

Ray Morgan

Make	Konica Minolta	Toshiba	Canon
Model	BizHub C224e	e-Studio 2555c	IRAC2225
Speed B/W	22 ppm	25ppm	25 ppm
Speed Color	22 ppm	25ppm	25 ppm
paper capacity	1150 sheets	2x550+100= 1200 Sheets	2x550+100= 1200 Sheets
largest paper size	12x18	11x17	12x18
Scan speed	160 imm	57 spm	51 ppm
Scan resolution		up to 600dpi	up to 600x600
Processor/Memory	2gb	1 gb	2 gb
Hard drive	250 gb	60 gb	80 gb
Weight	185 lbs	125 lbs	198 lbs
Monthly duty Cycle	80K	100K PM cycle	
Output Resolution	600 dpi copy; 1200 dpi print	2400 max	1200 dpi
PCL Driver	PCL5c, PCL6	PCL6, PS3	
USB scanning	Y	Y	Y
USB printing	Y	Y	Y
Purchase total	\$5,355.00	\$4,872.50	\$4,158.95
Maintenance	B/W .0117; Color .0707	B/W .012 (overage); Color .039	B/W .008; color .058
	B/W 21,000 @ .0117 = \$245.70	B/W 12 M @ \$60 = \$720.00	B/W 21,000 @ .008 = \$168.00
	Color 8000 @ .0707 = \$565.60	Color 8000 @ .039 = \$312.00	Color 8000 @ .058 = \$464.00
	First year maint: \$811.30	First year maint: \$1,032.00	First year maint: \$632.00
	Three years maint min: \$2433.90	Three years maint min: \$3,096.00	Three years maint min: \$1896.00
Three year total ownership cost	\$7,788.90	\$7,968.50	\$6,054.95



bizhub

Folsom Lake College

**New Konica Minolta BIZHUB C224e
Digital Color Copier/Printer/Scanner/Fax**

Konica Minolta Bizhub C224e Specifications

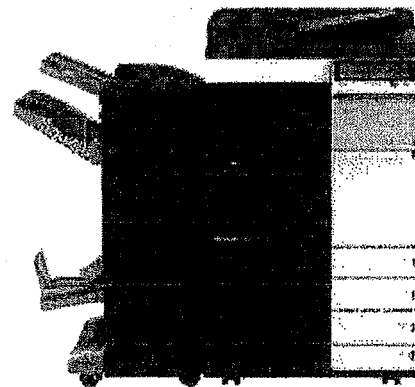
- 2 prints per minute Full Color Copier/Printer/Scanner
- 2 prints per minute B&W
- Automatic Duplexing Unit for 2 Sided Copying and Printing
- Scans up to 160 Pages Per Minute in Color and B/W
- 150 Sheets Paper Capacity Standard
- Network Printing
- Network Scanning
- 50GB Hard Drive
- 3GB Memory
- Scan to Email, FTP, PC SMB (Desk Top), Hard Drive, Share Point
- Scan-to-USB Thumb Drive/Print-from-USB Thumb Drive, USB Printing
- Print and Scan to Secure User Box
- 40lb Index From Every Drawer
- 70lb Index or 100lb Cover from 50 Sheet Bypass
- Copies and Prints up to 12"x18" paper
- 100 Codes for security job tracking
- Color Faxing
- 1000 One Touch Fax Numbers
- Group Dialing up to 500 locations
- 2 Ghz Emerson Print Controller

**Is your Hard Drive Secure?
Standard - Hard Drive Security Features**

- Job Overwrite
- DD Encryption
- DD Lock Password
- Automatic Deletion of Jobs Stored in an electronic Hard Drive Box
- DD Overwrite (HDD Sanitizing)
- Hard Drive Encryption is Standard (Competitors Charge up to \$800.00 for this option)

Maintenance

Maintenance includes all Parts, Labor, Service calls and Supplies
Excludes Paper and Staples
\$0.0707 for Color and \$0.0117 for B&W



Proposed Configuration Cost

Purchase Price	\$5,355.00
Single Pass Dual Scan Doc Feeder	Included
50-Sheet Staple Finisher	Included
Copy Desk	Included
Delivery / Installation / Training	Included

*sales tax not included

Folsom Lake College

Toshiba e-Studio 2555c

- 25 Copies / Prints Per Minute (B/W and Color)
- 2 x 550 Sheet Paper Cassettes (Adjustable)
- 100 Sheet Document Feeder
- Inner Sorter / Stapler (Staples up to 50 Sheets / Set)
- Automatic Duplex Module
- Cabinet Stand
- Department Codes
- Network Print / Scan (Standard)
- "Color" Scanning
- USB Scanning / Printing
- Data Security
- 100 Sheet Bypass Tray
- Surge Protector
- Delivery & Installation

Purchase Price: \$4,872.50 + Sales Tax

Maintenance Agreement Monthly Cost: \$60.00 / Month

- All Parts, Labor, Service, Supplies and Staples
- Training
- Preventative Maintenance
- 7,500 B/W Copies / Prints Per Month
- B/W Overages Billed @ .012
- ALL Color Copies / Prints Billed @ .039 (No Minimums)

Note: Purchase Order must include the following:

Model Number

Monthly Payment for Maintenance Contract

Monthly Allowance

Overage Cost

Delivery Contact Name, Phone Number, Email Address

Meter Reading Contact Name, Phone Number, Email Address

Provided By Toshiba Business Solutions

1170 National Drive, Suite 60

Sacramento, CA 95834

Shane Pitto

Account Manager

916-928-2713

shane.pitto@tbs.toshiba.com