

ORDER #	PROJECTED INSTALL	<input type="checkbox"/> NEW REQUEST FOR MFD DEVICE	IDS/CENTRAL SERVICES MULTIFUNCTION PRINTER/COPIER REQUEST (PLEASE TYPE OR PRINT) SEE INSTRUCTIONS ON BACK OF THIS FORM	
STATE AGENCY		OFFICE MANAGER CONTACT	PAPER CONTACT	
ADDRESS		TELEPHONE NO. EXT.	TELEPHONE NO. EXT.	
		BILL TO: (only if other Copier Location)		
DO YOU HAVE ADEQUATE SPACE FOR YOUR COPIER ? (recommend a space of 75" long by 70" wide for stand alone copiers)		<input type="checkbox"/> YES <input type="checkbox"/> NO	ADDRESS	
NEW COPIER SERIAL NUMBER		E-MAIL ADDRESS		
AVERAGE NUMBER OF COPIES PER MONTH		NUMBER OF USERS IN GROUP	AUTHORIZED SIGNATURE (for request)	
BILLING CODE NO. (required to process order)	BILL CODE DOC I.D. (for C.S. use only)		DATE ORDERED	
YOUR COPIER CODE NUMBER (9 digit bill code) C DEDICATED USE FOR DEDICATED COPIERS ONLY	I T A E A		COPY MANAGER TEDDY ABAD-PEREZ	

<input type="checkbox"/> S2 Category (1000-2,499) Xerox Work Center 7220	Included Features: <input type="checkbox"/> Color Copying & Printing <input type="checkbox"/> Standard Office Finisher <input type="checkbox"/> Fax <input type="checkbox"/> Three Hole Punch Kit <input type="checkbox"/> Color Scanning Additional Features: <input type="checkbox"/> Large Work Surface w/ Stapler <input type="checkbox"/> Envelope Tray <input type="checkbox"/> Additional Fax Line <input type="checkbox"/> High Capacity Feeder * *Option based on Print Volume	Approved OIT Configurations <input type="checkbox"/> Fax Forward to Email <input type="checkbox"/> Fax Forward to Network Folder <input type="checkbox"/> Workflow Scanning <input type="checkbox"/> Scan to Email <input type="checkbox"/> Active Directory <input type="checkbox"/> Public Directory^ <input type="checkbox"/> Scan to Network Folder^ <input type="checkbox"/> Mobile Print* ^Standard DNR Configuration *Must have OIT architecture approved
<input type="checkbox"/> S3 Category (2,500 - 6,999) Xerox Work Center 7835		
<input type="checkbox"/> S4 Category (7,000 - 12,999) Xerox Work Center 7845		
<input type="checkbox"/> S5 Category (13,000 - Greater) Xerox Work Center 7970		

TYPE OF BILLING

DEDICATED BILLED DEVICE (MFD will be billed solely to the Copier Billing Code listed above)

Shared Billing (For MFD's that are shared by multiple agencies/divisions)

AUDITRON

Do you have a existing pin number(s)? Yes No

If "No" list BILL CODE so that we could generate a new pin **C** →

If "Yes" list Pin codes you will be using primarily on this device, please fill out back of the form.

AUDITRON CODES:

CURRENT PIN NUMBER

BILL CODE ASSOCIATED WITH PIN NUMBER
