San Diego State University Business Services Campus Copier Program

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COPIER LEASE AGREEMENT – COLOR CONNECTED COPIERS

This agreement authorizes the non-cancellable lease of Sharp copier equipment for forty-two (42) months. Should equipment be returned prior to expiration of lease, department shall be responsible for payment of the base monthly minimum multiplied by the number of months remaining on their lease.

The Business Services' Campus Copier Program agrees to provide the following:
- One copier, as described below.
- Full maintenance and on-site technicians.
- Key operator training.
- All copier equipment moves and changes.

The department, requester, or authorized account manager agrees to:
- Pay the appropriate base monthly minimum cost and the per copy charge(s) for all copies made.

- Provide, at its expense, an activated data line within 6 feet of copier location.
- Provide, at its own expense, a 20 amp, 120v electric power supply within 6 feet of copier location.
- Provide, at its own expense, all PAPER and STAPLES.
- Provide Business Services immediate notification of any change in account status.
- Provide accessible floor space that is appropriate for placement and maintenance of the copier.
- 36-hour notification of any copier moves.

PLEASE PLACE A CHECK MARK IN THE FAR LEFT COLUMN TO IDENTIFY YOUR DEPARTMENT'S CHOICE:

SELECTION ✓	☐	☐	☐	☐	☐	☐	☐	☐	☐
Model	MX-M2310U	MX-M2610N	MX-M3110N	MX-M3610N	MX-M4100N	MX-M4101N	MX-M5001N	MX-M6201N	MX-M7001N
Speed (Copies/Minute)	23	26	31	36	41	41	50	62	70
Base Monthly Minimum	$158	$180	$198	$233	$227	$255	$310	$370	$425
Per Copy Charge (BW/Color)	$0.0085/0.07	$0.0085/0.07	$0.0085/0.07	$0.0085/0.07	$0.0075/0.07	$0.0075/0.07	$0.0075/0.07	$0.0065/0.07	$0.0065/0.07
OPTIONAL EQUIPMENT									
☐ Fax	$18	$18	$18	$18	$18	$18	$18	$23	$23
☐ Stapling	$29	$29	$29	$29	$29	$29	$29/$46	$46	$46
☐ Hole Punch	$13	$13	$13	$13	$13	$13	$13	$15	$15
☐ Postscript 3^	$8	$8	$8	$8	$8	$8	$8	$8	$8
☐ 2 x 500 Sheet Cassette	$16	$16	$16	$16	$16	$16	$16	N/A	N/A
☐ 3,500 Large Capacity Tower	$27	$27	$27	$27	$27	$27	$27	$27 letter/ $50 any size	$27 letter/ $50 any size
NETWORK SECURITY *(ONE OR BOTH OPTIONS MUST BE SELECTED)*									
☐ Data Encryption	$15	No Charge	No Charge	No Charge	$15	$15	$15	$15	$15
☐ HDD Removal	$8	$8	$8	$8	$8	$8	$8	$8	$8

^ *Postscript 3 is required if printing from a Mac. Postscript 3 enhances print quality.*

Pricing is guaranteed for the term of the 42-month lease and includes all applicable taxes, full maintenance, and supplies except for paper and staples.

MONTHLY COSTS

EQUIPMENT $_____

OPTIONS $_____

TOTAL MONTHLY PRICE *(per copy charges additional)* **$_____**

PLEASE ENTER THE FOLLOWING INFORMATION:

KEY OPERATOR NAME* _____ DEPARTMENT _____
Name of individual in Department responsible for copier

CONTACT INFO EMAIL _____ MC _____ PHONE _____

INSTALLATION LOCATION BUILDING _____ ROOM NO. _____

IP ADDRESS _____

IT CONTACT NAME _____ PHONE _____

FIREWALL INFO/RULE Is your copier behind an inter-campus firewall? ☐ Yes ☐ NO   Does your inter-campus firewall block "UDP To Port 161" traffic? ☐ Yes ☐ NO
* If you answered "YES" then your IT contact will be required to submit a firewall ruleset change to ITSO at firewall@sdsu.edu to permit "UDP To Port 161" traffic. This will allow our MWA software to retrieve your copier meter reads.

ACCOUNT TO BE CHARGED _____

ACCOUNT MANAGER NAME _____ TITLE _____

CONTACT INFO EMAIL _____ MC _____ PHONE _____

AUTHORIZED SIGNATURE _____ TITLE _____

COPIER INSTALLATION RECEIVED BY _____ DATE _____

RETURN COMPLETED FORM TO BUSINESS SERVICES, MC 8510

Copies: White - Business Services, Yellow - Customer