



HOW TO ORDER A COPIER (MULTI-FUNCTION DEVICE) FOR YOUR DEPARTMENT

Choosing the right copier for your needs:

Copier Support will work directly with you to find the best device for your specific work environment.

We will also assess the location of the device to make sure there is sufficient room and that it is accessible to the majority of users.

Departments are responsible for all necessary electrical and network connections.

To set up a free consultation:

Email: copier.support@wwu.edu

Phone: 360.650.7969

Installation & Maintenance:

Copier Support will coordinate the delivery and installation of your device as well as provide support and assistance with all maintenance and service requests.

Pricing Structure:

All devices come standard with the following features:

2-sided copies, reduce/enlarge, copy, print, and scan

- Device Rental Cost (fixed monthly amount based on device)*
- Device Usage Cost (variable amount/month based on copy/print volume)
 - B/W output: \$0.04/per side
 - Color output: \$0.15/per side
 - These rates include toner, staples, service and reasonable repair
 - Scanning: no charge
- Agreement between Copier Support and Department
 - Multi-year agreement
 - Yearly reviews
 - Outline of responsibilities

**Monthly charges are agreed-upon between Copier Support and the department requesting the device.*

The Billing Process:

Each department will be billed monthly. Monthly charges are based on the fixed amount and volume used on the device. Monthly device usage reports will be provided.

Device usage reports provide the following:

- Device location
- Monthly review of account usage: page count and cost, B/W or color, user summary, etc.

To receive a copy of your report:

Email: copier.support@wwu.edu