



Copier Quote Request Form

Please send a completed copy of this form to Collin Grimes (cgrimes@sbesharp.com)

Current Model(s): Do you need color printing? No

Serial Number : IP Address:

Contact Name:

Contact Phone Number:

Contact Email Address:

Street Address, Room #, Building Name of Xerox(s): Department:

Paper Sources (Select One)



Finishing (Select One, and Select Yes or No for Hole Punch):



Internal Stapling Finisher



External Stapling Finisher



External Saddle-Stitch Finisher (fold/staple)

No Stapling - Center Exit Tray

Hole Punch(Finisher Required): Yes No

Others (Check as many as you would like):

Fax Board

Fax Catch Tray (Requires Fax Board)

Pull-out Keyboard

Enhanced Scanning Compression Kit

Large Capacity Letter Cassette (3,000 Sheets)



Do you require Post Script Printing, or have Macs Computers in your environment? (Ask your IT team)

Yes No

Notes: