



# Copier Quote Request Form

Please send a completed copy of this form to Collin Grimes ([cgrimes@sbesharp.com](mailto:cgrimes@sbesharp.com)) or fax to 281-351-5130

Current Xerox Model(s):

Xerox Serial Number(s):

Contact Name:

Contact Phone Number:

Contact Email Address:

Address and Location 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

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:

Do you need a Paper Shredder or Interactive Monitor at this time?

Yes

No