This address will autopopulate. To change a dealer, finish this form, and, in your Cart, change the Fulfillment Address to "C/O dealer name".

Make sure you are working on the Renewal form. If you use a different form, Procurement will not be able to process and you will have to redo.

YOU MUST CLICK THIS BEFORE EXITING THE FORM. If an error message appears, fix the errors and then hit "Add and go to Cart" and "Go" again.
**Base Charge**

Enter the number of months that this PO will cover. If this PO is for a full year, then enter 12 in the field below. Valid entries are 1-12.

**Quantity** 12

Enter “1” in the field below for all copier requests. Select “MON - Months” from the unit drop down.

**Packaging (UOM) Unit of Measure**

- Canon
- Konica Minolta
- Ricoh
- Savin
- Sharp
- Xerox

**Machine Model**

IQ8976FG

**Beginning Date of this PO**

7/1/2016

**Ending Date of this PO**

6/30/2017

**# of Months of the Total Lease this PO will Complete**

15

This is the number of months covered by this PO. No more than 12 can be entered.

Enter 1 here, always.

Change this field to “MON- Months”.

Enter the number of months will be completed by the end of this PO.

Choose the total length of the lease.

Put Black and White first, then Color as Meter 2, if applicable.

**Copy Charges**

**Copy Charge Meter 1** 0.0068

**Copy Type Meter 1**

- Black & White
- Color

**Copy Charges are Billed**

- Monthly
- Quarterly
- Yearly
- Not listed on the quote

Additional Copy Charge Meter 2 (if applicable) 0.0523
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<th>Options</th>
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</thead>
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<td>Black &amp; White, Color</td>
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<tr>
<td>Additional Copy Charge Meter 3 (if applicable)</td>
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<tr>
<td>Additional Copy Type Meter 3 (if applicable)</td>
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**Total** 2,761.20