

MAINTENANCE AGREEMENT

B I L L T O	Company City of Jonesboro		Customer #	S H I P T O	Company Same		Customer #
	Address 300 S. Church St.				Address		
	Address 2				Address 2		
	Suite/Floor/Dept.				Suite/Floor/Dept.		
	City	State	Zip		City	State	Zip
	Jonesboro	AR	72401				
Admin/Purchasing Contact: Jason Ratliff		Phone 870-932-1052	Equip. Delivery Contact:		Phone		
		Email jratliff@jonesboro.org			Email		

CONTRACT TERM: 1 Year 2 Year 3 Year New 4 Year Renewal 5 Year Other: _____

EFFECTIVE DATE: _____

MAKE/MODEL	SERIAL NUMBER	DESCRIPTION	ID	BEGIN METER
All Sharp		City of Jonesboro machines		<input type="checkbox"/> B/W: <input type="checkbox"/> Color:
		We guarantee a 4 hour response time		<input type="checkbox"/> B/W: <input type="checkbox"/> Color:
		As well a 98% up time		<input type="checkbox"/> B/W: <input type="checkbox"/> Color:
		The price is locked in for 3 years		<input type="checkbox"/> B/W: <input type="checkbox"/> Color:
		Sharp Color copier for Mayor's office		<input type="checkbox"/> B/W: <input type="checkbox"/> Color:
				<input type="checkbox"/> B/W: <input type="checkbox"/> Color:
				<input type="checkbox"/> B/W: <input type="checkbox"/> Color:
				<input type="checkbox"/> B/W: <input type="checkbox"/> Color:

<input type="checkbox"/> Annual Rate \$ _____	B&W Copies Allowed _____	B&W Overage Charge \$ _____
	Color Copies Allowed _____	Color Overage Charge \$ _____
<input type="checkbox"/> Quarterly Rate \$ _____	B&W Copies Allowed _____	B&W Overage Charge \$ _____
	Color Copies Allowed _____	Color Overage Charge \$ _____
<input checked="" type="checkbox"/> Monthly Rate \$ 0.00	B&W Copies Allowed 0	B&W Overage Charge \$.006
	Color Copies Allowed 0	Color Overage Charge \$.049
<input type="checkbox"/> Addtl. Charge \$ _____ For _____		

Supplies Included: Yes No Black Toner Color Toner
 Staples Included: Yes No

Meter Contact	Department/Location	Preferred Meter Method: <input type="checkbox"/> Email: _____ <input type="checkbox"/> Fax: _____
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Special Instructions:

Please carefully review the Terms and Conditions on the second page and provide a customer signature.

FORREST OFFICE MACHINES
1005 GEE ST., JONESBORO, AR 72401
PHONE: 870-932-7852 FAX: 870-932-0909

SHARP

CUSTOMER
CITY OF JONESBORO
NAME:

FORREST OFFICE MACHINES

BY: BARRY FORREST BY L.M.

ADDRESS: 300 S. CHURCH
LOCATION:
PHONE:
FAX:
CONTACT PERSON:

DATE:

METER: B/W

FORREST OFFICE MACHINES, INC., AGREES TO SERVICE AND MAINTAIN THE FOLLOWING EQUIPMENT:

MAKE	MODEL	SERIAL #
SHARP	SHARP COPIERS	

ALL B/W COPIES WILL BE BILLED AT .006 PER COPY; ALL COLOR COPIES WILL BE BILLED AT .049 PER COPY.

1. A SERVICE TECHNICIAN WILL MAKE A COMPLETE INSPECTION OF THE MACHINE AT THE TIME OF SERVICE. HE WILL REPLACE ALL NECESSARY PARTS AND SUPPLIES NEEDED AT THE TIME OF SERVICE AT NO ADDITIONAL CHARGE. HOWEVER, ANY AND ALL PARTS DESTROYED BY ACTS OF GOD OR CUSTOMER ABUSE, MISUSE, CARELESSNESS WILL BE BILLED TO THE CUSTOMER.
2. A SERVICE TECHNICIAN WILL MAKE ALL SERVICE CALLS DURING NORMAL BUSINESS HOURS, MONDAY THRU FRIDAY 8:00 A.M. TO 5:00 P.M. SERVICE CALLS MADE AFTER HOURS OR ON HOLIDAYS WILL BE BILLED TO THE CUSTOMER.
3. PLEASE NOTIFY FORREST OFFICE MACHINES OF ANY DIFFERENCE IN LOCATION OF EQUIPMENT.
4. FORREST OFFICE MACHINES WILL PROVIDE ALL SUPPLIES FOR COPIER EXCEPT PAPER AND STAPLES.
5. FORREST OFFICE MACHINES WILL CALL EACH MONTH FOR A COPY COUNT, SO WE WILL NEED A LOCATION AND A CONTACT NAME FOR EACH MACHINE.
6. THE CUSTOMER WILL BE RESPONSIBLE FOR ANY TAXES FOR SERVICES, UNLESS EXEMPT.
7. OUR NETWORK ADMINISTRATION WILL SET-UP AND INSTALL ALL NECESSARY SOFTWARE AND DRIVERS AT THE INITIAL SET-UP. ANY ADDITIONS, DELETIONS, OR RE-INSTALLS WILL BE AT THE CUSTOMERS EXPENSE.
8. THIS CONTRACT IS A YEAR TO YEAR CONTRACT WITH A 30 DAY CANCELLATION NOTICE.

SIGN & RETURN