



Page of

Customer: **Littleton Colorado City of**

Billing Information Company: Address: City: County: State: Zip: Contact: Phone #: Fax #: E-Mail:			Payment Terms <input type="checkbox"/> Check with Order: Check # _____ <input type="checkbox"/> Net 30 Other _____ <input type="checkbox"/> Credit Card Requires submission of secure credit card authorization form.		Amounts Due Subtotal _____ Delivery / Install _____ Sales Tax _____ Total \$ - Deposit _____ Balance Due \$ -		<input type="checkbox"/> Declined Base Billing Cycle <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly Per Image Change Billing Cycle <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly Price Plan R Fixed Coverage Plan <input type="checkbox"/> Per unit <input type="checkbox"/> Fleet <input type="checkbox"/> Aggregate Initial term _____ _____ Months (min.12)										
Other Requirements <input type="checkbox"/> Tax Exempt (Attach Certificate) <input type="checkbox"/> Other							Consumables Included <input type="checkbox"/> Toner (excluded clear) <input type="checkbox"/> Other _____										
Item Code			Product Description		Qty		Serial #		Ship To Information Delivery Contact: Delivery Address: Phone #: Email Address: Meter Read Contact: Email Address: Phone #: Elevator: Yes <input type="checkbox"/> No <input type="checkbox"/> Delivery Date: Loading Dock: Yes <input type="checkbox"/> No <input type="checkbox"/> # of Steps _____ Hrs of Operation _____ Special Instructions:			Per Unit Equipment Maintenance Information <input type="checkbox"/> Check to Decline Maintenance Alternate Meter Read Method:					
									Maintenance Base Charge			Covered Images Included B & W Color Long Sheet					
									Start Meter B & W Color Lg Sht			Excess per Image Charge B & W Color Long Sheet					
									<input type="checkbox"/> Check to Decline Maintenance Alternate Meter Read Method:			Maintenance Base Charge			Covered Images Included B & W Color Long Sheet		
									Start Meter B & W Color Lg Sht			Excess per Image Charge B & W Color Long Sheet					

Key to Meter Read Method:
imageWARE Remote Unless noted above
W = eManage website

Total Maintenance Charges

BY YOUR SIGNATURE BELOW, YOU AGREE TO PURCHASE THE ITEMS LISTED ABOVE, AND/OR TO PURCHASE MAINTENANCE SERVICES, AS SPECIFIED ABOVE, SUBJECT TO THE TERMS AND CONDITIONS OF THE AGREEMENT FOR PRODUCTS AND SERVICES EXECUTED ON _____, AND SUBSEQUENT AMENDMENTS THERETO (the AGREEMENT). YOU ACKNOWLEDGE RECEIPT OF A COPY OF THIS ORDER FORM.

Customer Authorized Signature _____ Printed Name _____ Title: _____ Date: _____