NEW PLACEMENT CODE: _____ CONTRACTOR: _____
(To be entered by DAS only)

MEMORANDUM OF UNDERSTANDING

If replacing an existing CPC machine, please enter Placement Code here. _____.
It is located on your MOU (example of placement code; DAS001-NA-3*).*
Existing CPC device expires on:_____/_____/_____
When would you like your new device delivered by?_____
(Please see delivery requirements on the bottom of the page.)

This Memorandum of Understanding (MOU) is entered into this _____ day of _____, 20_____, between the ordering state agency or cooperative purchasing member and the Ohio Department of Administrative Services (DAS). The purpose of this MOU is to detail out the process for DAS and any other state agency or co-op member procuring print device cost-per-copy services from DAS contract number RS904315.

3 Year Term: **or 5 Year Term**:

OAKS Department Code (**co-op membership number**): _____

Billing Address: _____

Delivery Address #1 (street): _____

Delivery Address #2 _____ City & Zip: _____
(Section and/or Floor)

Category: _____ Monthly Minimum (b/w): _____ Networked: Yes No : Machine Brand: _____
Monthly Minimum (color): _____Accessories: Yes No : Machine Model: _____

Base CPC B/W Cost: $_____ Base CPC Color Cost: $_____

Accessory name: _____ CPC cost: _____

Accessory name: _____ CPC cost: _____

Accessory name: _____ CPC cost: _____

Total B/W CPC: $_____ Total Color CPC: $_____

State Agency (**co-op member**): _____

State Agency Contact (**co-op member contact**): _____

Phone Number: _____ Email Address: _____

Meter Read Contact: _____

Phone Number: _____ Email Address: _____

Authorized Fiscal Signature: _____Date: _____

Authorized State Printing Signature: _____ Date: _____

Delivery Requirements:
Categories **1-5** – ten (10) working days ARO Categories **6-10** – fifteen (15) working days ARO Categories **11-14** – twenty (20) working days ARO
Categories **15-32** – ten (10) working days ARO

ACCESSORIES MUST BE REQUESTED ON THE ORIGINAL ORDER OR AN INSTALLATION FEE WILL BE CHARGED (See contract for Individual costs)

ORDER SUPPLIES WELL IN ADVANCE
MOU-0001 Revised 03/31/15