

# Copier Information Document

The information being requested is to assist MBM in assessing the optimal time to refresh your Copier Equipment and will allow MBM to proactively provide you with pricing at that time.  
*THE INFORMATION PROVIDED WILL BE KEPT CONFIDENTIAL AND WILL NOT BE SHARED WITH ANYONE OUTSIDE OF MBM OR THE LIBRARY NETWORK*

Library

Address:

Contact Name

Contact Telephone Number

E-mail

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Current Copier Vendor

Current Brand of Copier

Model Number

Accessories (Software,  
Finisher, Coin-Op, etc)

Length of Lease (# months)

Lease End Date

Current Meter Reads:      Black Meter Count

Color Meter Count  
(if applicable)

Model Number

Accessories (Software,  
Finisher, Coin-Op, etc)

Length of Lease (# months)

Lease End Date

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(if applicable)

**Please email completed document to Mary Ellen Rollins at MBM Computer System Solutions**  
**[MERollins@MBMSolutions.com](mailto:MERollins@MBMSolutions.com)**

**Contact Mary Ellen Rollins with any questions at the above email address or 248-597-1095 ext. 3105**

**[www.MBMSolutions.com](http://www.MBMSolutions.com)**