

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? \_\_\_\_\_  
(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 \_\_\_\_\_.

**3-year term with no extensions:** \_\_\_\_\_ **or 5-year term with no extensions:** \_\_\_\_\_

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)