Supplies & Service Cost Per Page Contract



Process

The Supplies & Service Cost Per Page Contract is between Xerox and the Customer. The reseller facilitates the transaction which allows the Customer to pay a fixed charge per page that covers all supplies (excluding media) and service.

What the reseller does:

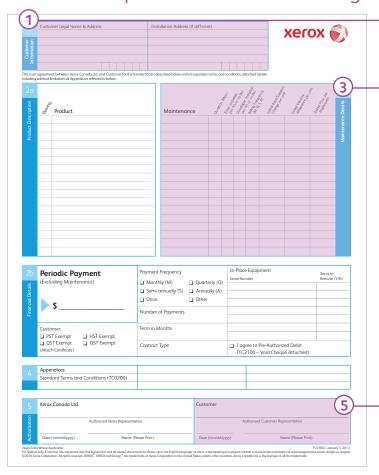
- 1. Downloads the Cost Per Page Package at www.xerox.com/office/resellers (under Partner Programs)
- 2. Emails these documents to costperpage@xerox.com:
 - Cost Per Page Contract Coversheet
 - Xerox Order Agreement—completed as shown below
 - Distribution Invoice (showing serial number and accessories)



What Xerox does:

- Audits the documents. If the documents are in order, the process takes five-working days
- Emails the reseller to confirm that the contract has been processed

How to complete the Xerox Order Agreement (XOA)



Section 1—Customer Information

Complete this section

Section 3—Maintenance Details

- On 1st line write the model and serial number.
- On 2nd and 3rd lines, enter the B/W and Colour (if applicable) information:
 - Duration—# of months of the contract. It can be 12, 24, 36, 48 or 60.
 - Toner Included—this is always "Y"
 - Developer Included—this is always "Y"
 - Billing Frequency—M=monthly, Q=quarterly (S and A are not applicable)
 - Initial Base Support—this is always "-"
 Initial Volume Allowance / Unit—this is always "-"
 - Initial Price Per Impression—this price is found on the Cost Per Page Contract for Supplies pricing chart

Section 5—Authorizations

- Do not write in the "Xerox Canada Ltd." section
- Have the Customer sign the "Customer" section.
 Do not sign using reseller name
- Use the current date only. Do not backdate

Supplies & Service Cost Per Page Contract Coversheet



Follow These Steps

A. Reseller Information

Company Name

- 1. Determine the type of Cost Per Page Contract: Supplies-Only (Orange) or Supplies & Service (Purple).
- Download the appropriate Flyer and Contract Package from www.xerox.com/office/resellers (under Partner Programs).
- 3. Complete these documents and email to **costperpage@xerox.com**
 - This Coversheet
 - Xerox Order Agreement (XOA)
 - Distribution Invoice (showing serial number and accessories)

Contact Name					
Phone and Fax					
Email Address					
B. Customer Information					
Company Name					
Contact Name					
Phone and Fax					
Email Address					
C. Multiple Installation Locations (Optional)					
Are all the products the same model? Yes □ No □					
If "yes", enter the installation locations below. If additional space is needed, attach separate sheet with model, serial #, company name, address, contact, and phone number. If "no", a separate package must be completed for each model.					
		Additional Location 01		Additional I	Location 02
Model and Serial #					
Street Address					
City, Province					
Postal Code					
Contact Name					
Contact Phone Number					
Order Information—Xerox Internal Use Only					
List of Accessory Part Numbers					
Order Number			Serial Number		
Customer Number			Supply Bill Code		
Service Plan Type			Duration/Billing Frequency		
C.P.C.			Service/Branch/Team/Territory		
Postal Code			Order Quality Code		
Order Date			Order Received Date		
Territory Rep Employee #			TVP Number		