

# 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](http://www.xerox.com/office/resellers) (under Partner Programs)
2. Emails these documents to [costperpage@xerox.com](mailto: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)

1	Customer Legal Name & Address		Installation Address (if different)	
	<small>This is an agreement between Xerox Canada Ltd. and Customer for the transaction(s) described below and incorporates terms and conditions attached hereto including without limitation of Appendices referred to below.</small>			
2a	Product Description	Quantity	Product	Maintenance <small>Duration (Months)</small> <small>Days per Week</small> <small>Days per Month</small> <small>Days per Year</small> <small>Printed Pages per Month</small> <small>Printed Pages per Year</small> <small>Printed Pages per Page</small> <small>Printed Pages per Impression</small> <small>Printed Pages per Page</small> <small>Printed Pages per Impression</small>
2b	Periodic Payment (Excluding Maintenance)	Payment Frequency	In-Place Equipment	Xerox to Remove (Y/N)
		<input type="checkbox"/> Monthly (M) <input type="checkbox"/> Quarterly (Q) <input type="checkbox"/> Semi-annually (S) <input type="checkbox"/> Annually (A) <input type="checkbox"/> Once <input type="checkbox"/> Other	Serial Number	
4	Appendices			
	Standard Terms and Conditions (TC0200)			
5	Xerox Canada Ltd.		Customer	
	Authorized Xerox Representative	Date (mm/dd/yyyy)	Authorized Customer Representative	Date (mm/dd/yyyy)

### Section 1—Customer Information

- Complete this section

### Section 3—Maintenance Details

- On 1<sup>st</sup> line write the model and serial number
- On 2<sup>nd</sup> and 3<sup>rd</sup> 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

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

### A. Reseller Information

Company Name	
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 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	