

Xerox Supply & Service Request Form

CUSTOMER INFORMATION

NAME:	DATE SUBMITTED:	TELEPHONE OR CELL PHONE:
SCHOOL/DEPARTMENT:	EMAIL:	
SHIP TO ADDRESS:		
PRINTER MODEL:	SERIAL OR ASSET TAG NUMBER:	

SELECT PRINTER TYPE:

PLEASE MARK WITH A X

XEROX	<input type="checkbox"/>	HP	<input type="checkbox"/>	LEXMARK	<input type="checkbox"/>	OTHER	<input type="checkbox"/>
--------------	--------------------------	-----------	--------------------------	----------------	--------------------------	--------------	--------------------------

SUPPLIES:

STAPLES	<input type="checkbox"/>	TONER	<input type="checkbox"/>	FUSER	<input type="checkbox"/>	DRUM/ XEROGRAPHIC MODULE	<input type="checkbox"/>
----------------	--------------------------	--------------	--------------------------	--------------	--------------------------	---	--------------------------

SERVICE :

REMINDER: REORDER TONER WHEN DOWN TO YOUR LAST BOX. ALL SUPPLIES TAKE 3-5 BUSINESS DAYS TO BE DELIVERED.

ANY CONCERNS OR QUESTIONS PLEASE CONTACT:

XEROX HELP CENTER AT 475-220-1596
OR XEROX.COPY@NEW-HAVEN.K12.CT.US