



Duplicating Services  
 901 E. Alosta, Azusa, Ca. 91702  
 Phone 626 815-5418  
 Fax 626 969-7180

## University Copier Rental

|                     |                     |
|---------------------|---------------------|
| Name of Event       | Department Sponsor: |
| Contact Person:     | Phone/Ext:          |
| Account No:         | Pickup Date/Time:   |
| Delivery Date/Time: |                     |

### Delivery Information

Deliver Copier to Building/Room? \_\_\_\_\_

A table is required for the copier, have you ordered a table from campus events? \_\_\_\_\_

Required paper/size? Circle selection below:

|                          |                             |                  |               |               |
|--------------------------|-----------------------------|------------------|---------------|---------------|
| <input type="checkbox"/> | <input type="checkbox"/>    |                  |               |               |
| <b>8.5 x 11</b>          | <b>8.5 x 14</b>             |                  |               |               |
|                          | <small>*White only.</small> | <b>White</b>     | <b>Gray</b>   | <b>Salmon</b> |
|                          |                             | <b>Blue</b>      | <b>Green</b>  | <b>Tan</b>    |
|                          |                             | <b>Buff</b>      | <b>Ivory</b>  | <b>Yellow</b> |
|                          |                             | <b>Cherry</b>    | <b>Orchid</b> |               |
|                          |                             | <b>Goldenrod</b> | <b>Pink</b>   |               |

**Term/Agreement**  
 By signing this agreement, I accept the terms and agreement and understand that I am responsible for any and all damages that may occur while in our possession. All repairs and replacement charges will be charged to myself or my department.

**Print Full Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For Duplicating Services Use Only**

Condition of Copier prior to checkout:      Good    Fair    Poor

Start Meter Reading: \_\_\_\_\_ End Meter Reading: \_\_\_\_\_ Total No. of Copies: \_\_\_\_\_

Copy Rate @: \_\_\_\_\_ \$0.06 \_\_\_\_\_ Rental Fee: \_\_\_\_\_ \$25.00 \_\_\_\_\_ Total Cost: \_\_\_\_\_

Copier Assigned: \_\_\_\_\_ Copier Serial No: \_\_\_\_\_