



UNIVERSITY OF SOUTH ALABAMA

COPIER PLACEMENT REQUEST

Department: _____ Date: _____

Building and Room #: _____

Responsible Person/Contact: _____ Phone: _____

Is the copier a(n): Initial Placement Upgrade Downgrade

List make and model number of equipment currently in use, and date of initial placement: _____

Current Unit: Rented Lease Purchase Purchase

What is the current average monthly volume? Attach copies of the last six (6) month's invoices: _____

What special features are required for your current needs? _____

If networked for print: PC MAC Both

Where will the copier be located? _____

What are your budget restraints? _____

Please return to:

USA Publication Services
ATTN: Carol Nelson
UCOM 6500
Mobile, AL 36688-0002
Phone: 380-2828
Fax: 380-2834