

# Copier Management: University Contract Updates



#### New Contract Survey

- Current contract expires September 30, 2023.
- Survey posted online at as.lsu.edu under Copier Management to address copier needs and usage.
- Additional Features for new copiers
  - I meet quarterly with Xerox and they always have new things to offer. If within reason and multiple departments request the same features, we can see about adding that feature to our bid.



## Survey New Copier Bid Survey - Formstack

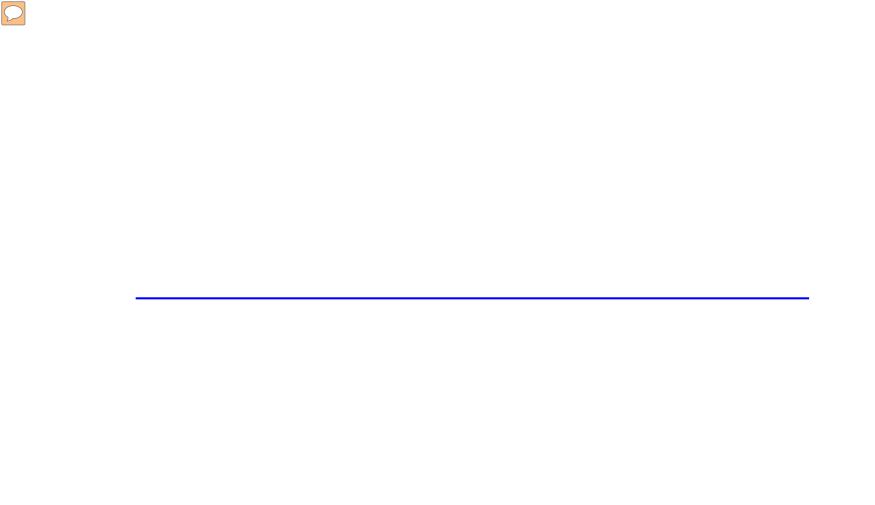
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### Usage

- Each machine has a minimum guarantee to meet.
- If not meeting the guarantee, our office will reach out to see if down-sizing or sharing a machine is feasible.
- If above the guarantee, we will reach out to see if a larger machine or second machine is feasible.
- Again, copier distribution is at the discretion of Copier Management based on current usage.







# Contact Information as.lsu.edu

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