Multi-Functional (MFD) Order Form

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| --- | --- | --- | --- |
| Name |  | Date Required |  |
| Department |  | Copier Model |  |
| Charge Code |  | Serial No |  |
| Tel No/Ext |  | Delivery Bldg/Room |  |

Important Note: All about fields must be completed before any deliveries can be actioned. Failure to complete all fields will result in delivery being placed on hold.

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|  | Price (per box) | QTY | Total $ |
| A4 paper (1 box =5 reams) | $24.15 |  |  |
| A3 Paper (1 box = 3 reams) | $34.85 |  |  |
| Staples | $230 |  |  |

Copy Centre Notes

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