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LAND SERVICES PROGRAM  
**COLOR COPIER SERVICE AGREEMENT**

Date: \_\_\_\_\_

Fund No. for Payment: \_\_\_\_\_.\_\_\_\_\_.\_\_\_\_\_ (your budget number)

PIN No. (4-digit) \_\_\_\_\_ (record your preferred 4-digit numeric access code)

This agreement is made between the Land Services Program and the \_\_\_\_\_  
\_\_\_\_\_ (PROGRAM) for use of the Konica Minolta Bizhub Pro C500 color copier. The PROGRAM agrees to pay for all color copies at a rate of \$0.40/copy from fund no. \_\_\_\_\_.\_\_\_\_\_.\_\_\_\_\_. Land Services will submit invoices to the Finance Department on a quarterly basis with a copy to each PROGRAM. The number of copies will be based on the number of color copies generated by the copier. Adjustments will only be allowed for copier error as determined by the Land Services Program. It is the responsibility of each program to keep their PIN No. secure. The Land Services Program will change PIN numbers upon the program manager/director's request. It is not possible to track who is making copies. Tracking is based on PIN number only. In order to track individual staff use, you will need to have a PIN number established for each staff member.

I agree to above conditions: \_\_\_\_\_

*Program Director/Manager Signature*

*Date*

\_\_\_\_\_  
*Land Services Director*

\_\_\_\_\_  
*Date*