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 Hyattsville, MD 20781
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PREVENTIVE MAINTENANCE AGREEMENT

Service maintenance to be performed on the equipment listed below by model, serial number and for the prepaid fees as shown, subject to the following:

1. Each regularly scheduled preventive maintenance service call shall include a complete mechanical inspection, during which essential cleaning, lubrication, labor for replacing worn or broken parts, and mechanical adjustments to accommodate new parts or to compensate for wear, will be performed by the Service Representative at the frequency as shown below.
2. This Agreement includes replacement of STANDARD PARTS, and LABOR necessary to make such replacements of parts, technical adjustments, cleaning and lubricating. Parts, if any, not included are as follows:

3. This Agreement includes calls, in addition to regularly scheduled preventive maintenance calls, requested by the customer and found by the Service Representative to be necessary to keep equipment in good operating conditions.
4. Labor, parts and expense necessary to repair damage caused by accident, fire, water, negligence, or necessary for major repairs, overhauling or altering equipment are not included in this Agreement. When such service is required, an estimate of charges will be submitted for approval before work is started.
5. This Agreement does not include the following operating supplies or machine accessories:
 Developer Toner Other _____
6. It is understood that the equipment covered by this Agreement is in good condition on the date this Agreement becomes effective. All service under this Agreement will be performed on the customer's premises during regular business hours, Monday through Friday, 9:00 a.m. to 5:00 p.m. If service outside of such hours is requested, service will be rendered at regular service rates plus 50%, subject to availability of service personnel.
7. This Agreement shall remain in effect until cancelled by either party upon 30 days advance written notice. Such cancellation may affect one or all machines covered. Upon such cancellation prior to the end of any prepaid period, customer will be refunded the pro-rata amount based on the number of regularly scheduled service calls paid for but unperformed. At the end of any prepaid period, the continuance of the Agreement shall be at current service rates.

Model	Serial #	Street Zone	Beginning Meter
Maintenance Frequency	Cont Period	Annual Charge	Copy/Foot Charge

Customer: _____
 Address: _____
 City/State: _____
 By: _____
 Title: _____
 Date: _____

Total Annual Fee \$ _____
 Payable in Advance \$ _____
 Service Department Approval By: _____
 Title: _____
 Effective Date: _____