



**Texas TPASS Contract # 985-L2  
No-Charge Toner and Staple Order Form**

**FAX / E-Mail To:** Canon U.S.A., Inc. 2110 Washington Blvd, Ste 300, Arlington, VA 22204  
Attn: ISG Retail Administration Order Management  
E-Mail: GMD\_GOVERNMENT\_ORDERS@CUSA.CANON.COM  
Fax: (703) 807-3819  
Phone: (800) 323-9170

To place a no-charge TPASS toner order you must correctly complete this toner form and fax or e-mail to the appropriate parties above. This will eliminate any delays in processing your order. **Please submit your supply order at least 2 weeks prior to your current toner and staple stock running out.** The TPASS no-charge toner order form is to be used **ONLY** for copier equipment ordered from Contract # 985-L2.

Model #: \_\_\_\_\_ (Example: IR3245, IR2550 etc.)

Serial #: \_\_\_\_\_

This will be located on a silver plate on the back of the copier machine. Serial Number consists of 3 letters followed by 5 numbers. (Example: XYZ12345)

Current Meter Count: \_\_\_\_\_

Qty Toner: \_\_\_\_\_ Qty Staples: \_\_\_\_\_

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Qty Toner: \_\_\_\_\_ Qty Staples: \_\_\_\_\_

Qty Toner: \_\_\_\_\_ Qty Staples: \_\_\_\_\_

(For color copiers please state color toner ordered above.)

(Some copiers have multiple staple types, please be specific when ordering.)

**Ship To:** (Please print clearly to avoid delays)

Account Name: \_\_\_\_\_  
(Agency Name)

Address: \_\_\_\_\_  
(No P.O. Boxes, must be a physical address)

Room/Suite #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Print Customer Name: \_\_\_\_\_

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** *No-charge toner form is for use only under the Canon USA, Inc's Texas Procurement and Support Service Contract # 985-L2. A separate form must be submitted for each copier covered by this program.*