

QUARTERLY COPIER COST AND PRODUCTION REPORT

For use of this form, see USMEPCOM Reg 25-3

SECTION I - DESCRIPTION OF COPIER

1. FY:	2. To: Commander, HQ USMEPCOM ATTN: MCEA-SS 2834 Green Bay Road North Chicago, IL 60064-3094	3. From:	
4. Name of copier manufacturer:	5. Model number:	6. Serial number:	7. Copier approval number:
8. Quarter: () 1st Qtr Oct - Dec () 2nd Qtr Jan - Mar () 3rd Qtr Apr - Jun () 4th Qtr Jul - Sep	9. Meter reading:	10. Date copier installed: Month _____ Year _____	11. Location of copier (section & floor):

SECTION II - RENTED COPIER DATA

INSTRUCTIONS FOR RENTED COPIERS: 1. To determine rental cost, multiply the cost per copy charged in the contract by number of copies or the minimum number of copies. 2. To determine cost of supplies (block d) multiply number of copies produced by .0050. 3. Add blocks c and d for total cost. 4. Divide total cost by the number of copies produced for the cost per copy amount (block f).					12a. <input type="checkbox"/> Cost per copy <input type="checkbox"/> Flat rate
b. Number of copies produced:	c. Rental cost:	d. Cost of supplies:	e. Total cost:	f. Cost per copy:	

SECTION III - OWNED COPIER DATA

INSTRUCTIONS FOR OWNED COPIERS: 1. To determine depreciation, divide the original cost (including accessories) by 60 months, multiply by 3 and enter the figure in block c. If copier is over 5 years old, enter "0" in block b. 2. For maintenance cost (block d) determine the total maintenance cost for a month and multiply by 3 to obtain quarterly cost and enter this total. 3. To determine cost of supplies, consider the cost of toner, developer, and paper. 4. Add blocks c, d, and e for total cost (block f). 5. Divide total cost (block f) by number of copies produced (block a) for the cost per copy amount (block g).						
13a. Number of copies produced:	b. Original cost of copier:	c. Depreciation:	d. Maintenance cost:	e. Cost of supplies:	f. Total cost:	g. Cost per copy:

SECTION IV - POINT OF CONTACT

14. Typed name and signature of Support Group Supervisor:	15. Phone number:	16. Date:
17. Remarks:		