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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Location** | **Current contract end date?** | **A4?** | **A3?** | **Black/White?** | **Colour?** | **Finisher?** | **Staple?** | **Document Scanning to email?** | **Document Server?** | **Duplex?** | **Annual Usage**  **Black/White** | **Annual Usage**  **Colour** | **Other notes** |
| **First Floor Admin Office**  **Shire Hall** | 29/02/20 | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Preferred but not essential | Yes | 91,209 | 24,631 | Finisher should be able to staple and be used to produce booklets. Bypass tray as well a draw paper input |
| **Ground Floor Reception**  **Shire Hall** | 31/12/19 | Yes | No | Yes | Yes | No | No | Yes | Preferred but not essential | Yes | 10,766 | 11,936 | Limited space available so compact machines preferred. Bypass tray as well as tray paper input |

Bodmin Town Council has two photocopier contracts that are due for renewal on 31/12/19 and 29/02/19. We are looking to replace both of these machines with new 5 year contracts to include all consumables and maintenance.

Please can all quotes be submitted by 12pm on xxxx

If you require anything further please don’t hesitate to contact me.