

# How To Buy: Copiers

## COMMODITY DESCRIPTION

This commodity includes black and white copiers, color copiers, toner, staples, and service calls.

VENDOR: [Meritech, Inc.](#) VENDOR CLASSIFICATION: [Strategic Business Partner](#)

This program offers a convenient one-stop shopping method to obtain copier equipment. Please contact the Meritech representative for an appointment. The representative will work with you to determine which equipment under the program best fits your needs including available features such as network printing, scanning and/or faxing capabilities. They will make all the necessary arrangements for the proper installation of your equipment and coordinate training sessions for members of your department.

Monthly billing is done automatically based on actual meter reads. Copier equipment including maintenance service and toner is billed at a guaranteed cost-per-copy rate. Accessories may be billed at an additional flat monthly rate.

The cost-per-copy rate does not include paper or other supplies(except toner and staples).

## PROCUREMENT OPTIONS & PROCEDURES

<i>If your total purchase is:</i>	<i>Then contact:</i>
<i>\$1,500 or less</i>	<i>The Meritech Account Manager at 216-588-0548 or e-mail at <a href="mailto:dnafziger@meritechinc.com">dnafziger@meritechinc.com</a></i>
<i>Above \$1,500</i>	<i>The Meritech Account Manager at 216-588-0548 or e-mail at <a href="mailto:dnafziger@meritechinc.com">dnafziger@meritechinc.com</a></i>

## CONTACTS FOR THIS COMMODITY

### Meritech, Inc.

4577 Hinkley Industrial Pkwy  
Cleveland, OH 44109  
(216) 459-8333 phone  
(216) 459-0909 fax

Sales Representative(s):  
Account Manager: Daria Nafziger  
(216) 588-0548  
[dnafziger@meritechinc.com](mailto:dnafziger@meritechinc.com)

Customer Service Representative:  
Austin Rademacher

(216) 459-8333 x150  
(216) 870-2139 cell phone

Contact:

Supply orders: Lisa Hamilton (216) 588-0538 or (216) 459-8333 x238 or LHamilton@meritechinc.com

Service Calls: (216) 741-3222 or via email [m-service@meritechinc.com](mailto:m-service@meritechinc.com)

Machine ID number required for supply orders and service calls

**Case Purchasing Contact:**

Carol Horvath

Phone: 216-368-8540

[carol.horvath@case.edu](mailto:carol.horvath@case.edu)

Fax: 216-368-6973

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