



US Customer Business Operations  
 Xerox Corporation  
 P.O. Box 660502  
 Dallas, TX 75266

September 19, 2017

000136



COUNTY OF WEBB  
 AUDITORS OFFICE  
 STE 201  
 1110 WASHINGTON ST  
 LAREDO TX 78040-4443

## Second Request: Your Purchase Order Is Expiring

Encl: Fiscal Year Pricing

Dear Valued Xerox Customer:

We have not received your purchase order for the upcoming fiscal year. Your prompt attention to this matter will ensure continued Xerox service on your account. You can submit your authorized copy using one of the four options below.

If your current renewal and purchase order has *minimal* changes over the previous fiscal year, then try our **NEW** Streamlined PO Renewal using the Keyccode within this mailer when you access

<http://www.accounts.xerox.com/ecustomer/renewPO.jsf>

- Online: <https://www.accounts.xerox.com/auth/login.jsf>
- Email: [Public.Sector.PO.Renewal@xerox.com](mailto:Public.Sector.PO.Renewal@xerox.com)
- Fax: 888-708-6555
- US Mail: Use P.O. Box address listed above

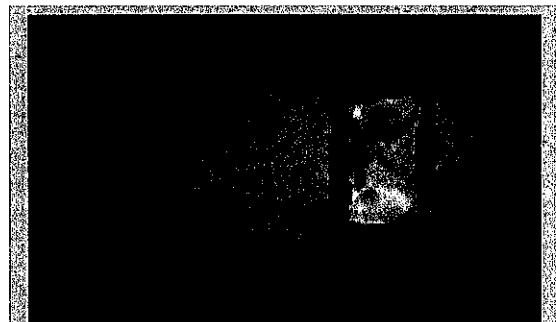
To streamline acceptance of your purchase order, ensure these six elements are clearly identified:

- Monthly Minimum (Base) Charge
- Excess Meter Click Rate
- State and Local Contract Number (if applicable)
- Xerox Equipment Serial Number(s)
- Period of Performance (eg. 07/01/XX – 06/30/XX)
- Authorized Signature

Do you need to make changes to your purchase order requirements or government credit card? Contact us directly at **866-520-7628**. **THANK YOU** for your continued business. We look forward to serving you in the new fiscal year.

Sincerely,

Xerox Corporation



**Purchasing Agents,  
 Time Is Running Out  
 Renew Your Purchase Order  
 Now**

Contracting Officer: **LIZETTE TORRES**

PO Number: **170001353**

PO Expiration Date: **09/30/2017**

Market Code: **WGP2128**

Serial Number: **TFN195422**

Machine Located at:

County Of Webb  
**COUNTY OF WEBB  
 AUDITORS OFFICE  
 STE 201  
 1110 WASHINGTON ST  
 LAREDO TX 78040-4443**

**Your renewal keycode is:  
 1-13GLUY4C1-8589**

WP20105300013601020000



**Contracting Office**

**Install Address**  
COUNTY OF WEBB  
AUDITORS OFFICE  
STE 201  
1110 WASHINGTON ST  
LAREDO TX 78040-4443

**Bill To Address**  
COUNTY OF WEBB  
AUDITORS OFFICE  
STE 203  
1110 WASHINGTON ST  
LAREDO TX 78040-4463

**Market Code:** WCP2128 **Model:** **Bill Code:** 2933 **Pool ID:** 000000000  
**Price Plan:** Supply Maint-Cost Per Copy Plan **PO#:** 170001353  
**Contract Period:**

Serial Number	Description	Qty	Unit Issue	Unit Price	Amount
TFN195422	WC PRO M2128	12	Mo	\$0.00	\$0.00

**Accessories  
Included**

**Unit Price = 0 Prints per Period @ \$0.0000 per print**

Meter 1 Excess Prints of 480, bill at \$0.032.  
Meter 2 Excess Prints of 420, bill at \$0.246.  
Meter 3 Excess Prints of 0, bill at \$0.00.  
Meter 4 Excess Prints of 0, bill at \$0.00.

**Monthly Excess Print Cost:** \$118.68

**Total Estimated Excess Prints Per Period:** \$118.68  
**Total Estimated Excess Prints Per Year:** \$1,424.16

**Total Annual Estimate:** \$1,424.16

WP20195300013602020000



Any discrepancies between estimated and actual prices are governed by the actual contract prices.  
Please provide adequate funding for anticipated meter use. Contractually, Xerox is not required to monitor meter usage to insure that funding provided is not exceeded.