

Toner Order Request - Local Printers

Today's Date:

mm/dd/yyyy



Requested By:

Department:

First Name:

Last Name:

Supervisor:

Phone:

E-mail Address:



Printer:

Printer Maker:

Printer Model:

Toner Part Number:

Speed Chart:

Needed by (mm/dd/yyyy)

E-mail the completed form to forestry.ithelp@ubc.ca.

Disclaimer

End user is responsible for any errors made on this form, please ensure the information is correct because some toners cannot be returned.

Delivery is 2-5 business days depending on toner and age of printer.
Printers nearing 10 years of age may no longer have toner available.

No warranty or guarantee implied, best effort.