

**U.S. Fish & Wildlife Service****Request for Reprographic Equipment**

1. From (include zip code)	2. Through (include zip code)	3. To: USFWS MS-EA 3124 4401 N. Fairfax Dr. Arlington, VA 22203 Telephone: 703-358-2196 Facsimile: 703-358-2245
4. Type of Request <input type="checkbox"/> New Installation <input type="checkbox"/> Replacement	5. Acquisition Information <input type="checkbox"/> Purchase <input type="checkbox"/> Rental	6. Monthly Estimated Volume
7. Requested Vendor and Model		

8. Justification (indicate make and model of copier being replaced)

9. Exact Location of Proposed Equipment (include room number)	10. List all copiers located within your program office including monthly volumes and room numbers	
11. Signature (Requesting Office)	12. Telephone No. (include area code)  Facsimile No. (required)	13. Date

**WASHINGTON OFFICE APPROVALS**14.  Request Approved     Request Approved except as noted     Request Disapproved – Alternate Equipment Recommended

Comments:

15. Signature (Reprographic Management)	16. Date
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