

Copier Vendor Contacts and Information

Vendor Information	Loffler	Metro Sales	Toshiba	Xerox	Ikon/Ricoh USA
Brands Serviced	Canon, Konica Minolta	Ricoh	Toshiba	Xerox	Ricoh
Sales Contact	Julie Koch , Sales Rep. Jkoch@loffler.com 952-925-6871	Scott Kirkpatrick , Sales Rep. skirkpatrick@metrosales.com 612-798-1218 Sandy Wallace , Asst. Controller swallace@metrosales.com 612-798-1263	Kyle Sommer , Account Rep. Kyle.sommer@tbs.toshiba.com 651-994-7772 Debbie Webster , Contract Administrator Debra.webster@tbs.toshiba.com 651-994-7756	Katie Wooster , Client Manger Katie.wooster@xerox.com Office: 952-921-1311 Cell: 612-834-3838 Tom Peske , Account General Manager Thomas.peske@xerox.com 312-849-1408	Jason Kerfeld , Services Exec. jason.kerfeld@ricoh-usa.com 952-885-3773 Pete Olsen , Sales Manager Peter.Olsen@ricoh-usa.com 952-885-7950
Billing Contact	Theadra Goods, 952-285-2301 tgoods@loffler.com Kim Kulvich, 952-646-6456, Kkulvich@loffler.com	Angie Bruno, 612-798-1257	Debbie Webster, 651-994-7756 Debra.webster@tbs.toshiba.com	1-888-339-7887	Jason Kerfeld, 952-885-3773 jason.kerfeld@ricoh-usa.com
Meter Questions Contact	MeterReadings@Loffler.com	Angie Bruno, 612-798-1257	Gary Hopkins, 615-994-7753 Gary.Hopkins@tbs.toshiba.com	1-888-339-7887	Jason Kerfeld, 952-885-3773 jason.kerfeld@ricoh-usa.com
How to submit meter readings	Meter requests sent to department. See attached instructions	Send email to: ma@metrosales.com	Debbie Webster, 651-994-7756 Debra.webster@tbs.toshiba.com	Automatic or WEB submission See attached sheet	Automatic (newer equipment), Online, Phone, Fax
Billing Period	Quarterly Meters will bill in arrears.	Quarterly	Quarterly, in arrears. Contracts with minimum bases bill at beginning of period.	Quarterly	Quarterly
Provide summary invoices to dept. with multiple machines	Yes	Yes	Yes	Yes	Yes
PO required?	NO - these expenses can be processed non-PO related	NO - these expenses can be processed non-PO related	NO - these expenses can be processed non-PO related	NO - these expenses can be processed non-PO related	NO - these expenses can be processed non-PO related
Accept payment via Pcard	Yes. Request form from: Theadra Goods, 952-285-2301 tgoods@loffler.com	Yes, process to be defined	Yes. Contact Ashli Shain 502-489-6724 to set up.	Yes. \$9.95 per transaction or Autopayment has no charge. Form required; See attached.	Yes, process to be defined