



ANOKA-HENNEPIN SCHOOLS

EDUCATIONAL SERVICE CENTER

HP LaserJet Printer Toner Cartridges, Preventative Maintenance & Service

The District contract for HP LaserJet Printer Toner Cartridges, Preventative Maintenance & Service Program has been awarded to **Loffler Companies, Inc.** effective July 1, 2024.

Loffler Technicians will work with building technology staff to identify and label each HP LaserJet Printer throughout District buildings. The new ID number should be referenced whenever supplies are ordered, or services requested.

Toner Purchases – Toner cartridges will continue to be ordered by entering a PO Request into Skyward on an as-needed basis and have been uploaded into a Skyward catalog for ease of entry. Catalog Item numbers as well as cartridge pricing corresponding to specific HP Printers can be found on the Purchasing website. Please reference the Loffler ID Number (on the label on your printer) in the PO Description field when entering the PO Request. This ID number ties your address to the make, model, and user of the printer.

Recycling Old Cartridges - Loffler will provide boxes with a prepaid UPS label for the recycling of old/expended toner cartridges. The boxes will be large enough to accommodate 6-10 toner cartridges. Place the empty toners in the box and when it is full, tape it closed and set it out where UPS comes for deliveries. (Please contact Loffler to request recycling boxes when needed.)

Annual Preventative Maintenance – This service will now cost **\$29/Year**, per HP printer and each site will be required to create a Blanket PO for the billing of PM's and other service needs.

HP Printer Repairs – The hourly cost of repair now be **\$195/Hour**. The costs for repair supplies for HP Printers can be found on the Purchasing webpage. Blanket PO's established for Annual PM's will also be utilized for potential repairs. When placing a repair service call, please reference the Loffler ID Number (on the label on your printer). This number ties to the address, make, model and user for the printer you are requesting service. The Blanket PO number will also need to be referenced to ensure invoicing and payments can be processed in a timely manner for completed repairs.

- **Loffler Customer Service: 952-925-6868 – *Select Option 1***
(Business hours are Monday – Friday 8:00 am – 5:00 pm Central Time)
- **Email:** Serviceandinfo@loffler.com
- **Website:** www.Loffler.com (Support & Service Requests)

Please feel free to contact Purchasing if you have any questions.

AHC1659

