

## EQUIPMENT MAINTENANCE MANAGEMENT INSURANCE PROGRAM

### QUOTING EMMP COVERAGE FOR COPIERS :

To quote coverage for copiers and determine eligibility, the EMMP requires verification of usage. Estimations of usage without the required documentation will not be accepted. To determine which documentation is acceptable, please [see below](#):

- **For copiers currently on a maintenance agreement, provide both:**
  1. **Historical Meter Readings**. Acceptable documentation includes:
    - Copy of meter reading reports from vendor for minimum of past six months
    - Copy of ongoing meter readings collected and maintained by state department for minimum of past six months
  2. **Copy of Current Maintenance Agreement**
- **For copiers currently maintained on a time-and-materials basis, provide:**
  1. **Repair History**. Acceptable documentation includes:
    - Vendor repair reports that include/show meter readings for past twelve months
- **If neither of the above is applicable, provide both:**
  1. **Current Meter Reading**. Acceptable documentation includes:
    - Copy of current meter reading printout directly from copier
    - Photograph of current meter reading display directly from copier
  2. **Installation Date**. Acceptable documentation includes:
    - Copy of purchase order
    - Copy of installation form from vendor
    - Photograph of installation sticker applied by vendor or state department
- **If none of the above are applicable, contact [EMMP@dgs.ca.gov](mailto:EMMP@dgs.ca.gov) for additional information on required documentation to quote EMMP coverage for your copier(s)**

**Please note:**

- The EMMP does not require monthly copy count submissions. Usage verification is only required when requesting a quote.
- If usage verification cannot be provided, then the copier(s) will be determined as ineligible for EMMP coverage, and we will not be able to continue with a quote until the required documentation is available.

FOR QUESTIONS AND CONCERNS, PLEASE INQUIRE AT [EMMP@DGS.CA.GOV](mailto:EMMP@DGS.CA.GOV)