



## Mohave Contract User Guide for Xerographics of Flagstaff

**Contract Number:** 25K-SDS-0130

**Vendor Website:** <http://www.azsmartoffice.com>

**Products or Services:** Xerographics of Flagstaff, Inc., dba Smart Document Solutions provides statewide copiers, printers, maintenance, and services for Epson and Xerox. They were the only offer to include EPSON Workforce and Print Administration software solutions. All warranty and maintenance service is completed onsite by mobile technicians assigned to designated areas within Arizona.

**Excluded Items:** None

**P.O. Address:** Xerographics of Flagstaff  
Tracey Shaw Frost  
4045 E Palm Lane  
Phoenix AZ, 85008

**Remit To:** Xerographics of Flagstaff  
James Lesueur  
4045 E Palm Lane  
Phoenix AZ, 85008

**Effective Date:** 1/30/2026

**Renews:** January 30

**Final Expiration:** 1/30/2031

**Contract Specialist:** Melissa Jimenez, CPPB

Phone: 520-888-9357  
Email: melissa@mesc.org

**Procurement Specialist:** Sherry Jimenez

Phone: 928-718-3219  
Email: sherry@mesc.org

**Pricing:** % of MSRP

**Volume Discount:** N/A

**Shipping:** PP&A

**Perf/Pay Bond:** N/A

**Admin Fee:** Mohave's 1% administration fee is included in the vendor's price. Vendor will remit administration fee to Mohave.

**Ordering Info:** This is a standard order contract. Make your purchase order out to Xerographics of Flagstaff and send to Mohave for review.