1. From the Shopping Dashboard of Cardinal Purch, choose the **Cost Contract** form in the Special Forms section.

2. Insert the **Supplier Name** and select.
3. Complete the Product/Services Description
   A. Include the following information for the Contract Base Rate Line:
      • Make/Model
      • Equipment ID Number
      • Serial Number
      • Note if the charges are Annually, Quarterly or Monthly
        o Note the cost
   B. Include the following information for Estimated Overages on a separate line:
      • Cost for B/W copies
      • Cost for Color copies

```
<table>
<thead>
<tr>
<th>Product Description</th>
<th>Catalog No</th>
<th>Size / Packaging</th>
<th>Unit Price</th>
<th>Quantity</th>
<th>Ext. Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>300.00</td>
<td>1</td>
<td>300.00 USD</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td>1,100.00</td>
<td>1</td>
<td>1,100.00 USD</td>
</tr>
</tbody>
</table>

Supplier subtotal  1,300.00 USD

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal  1,300.00
Total  1,300.00 USD
```