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**LASER PRINTER MAINTENANCE LOG**

<i>Details</i>	<i>No. Copies</i>	<i>Details</i>	<i>Who</i>
20/11/01	100	Service technician installed and tested, trained John and Sue	Joe
27/11/01	10 900	New toner, cleaned	Sue
2/12/01	16 900	New toner, cleaned	Sue
12/12/01	23 716	Cleaned, new toner	John
17/12/01	30 261	Cleaned, new toner	John
9/1/01	38 674	Cleaned, new toner	John
23/1/01	50 246	New toner	Ali
9/2/02	61 983	New toner	Ali
		New toner bottle	Bob
27/03/02	102 643	New toner	Ali
31/03/02	109 173	New toner bottle	Bob
25/04/02	147 217	Copies dirty, streaky. Cleaned and new toner	Ali
30/04/02	149 763	Copies splotchy, dirty. Cleaned, new toner	Bob
3/5/02	159 763	Copies dirty, streaky. Rang for service	Ali
3/5/02	159 820	Service technician replaced printer unit, cleaned, cost including labour \$590.00	Joe
10/5/02	164 020	Cleaned and replaced toner bottle	Ali
5/5/02	170 127	Cleaned and replaced toner bottle	Ali
22/05/02	177 619	New toner bottle	Jim
26/06/02	194 723	New toner	Ali
2/8/02	240 723	Pages creased, replaced paper	Jim
5/8/02		Pages torn and jamming	Ali
7/8/02		Pages jamming every time we print double sided. Use other printer	Jim
8/8/02	241 043	This printer is useless, I've cleaned it and cleared the jams but it keeps on jamming. Called for service. Use slow printer in back office.	Jim
8/8/02	241 043	Service technician replaced worn drum and rollers, installed maintenance kit, cleaned and adjusted. Cost including labour \$2575.	Joe