



REQUEST FOR COPY/PRINT DEVICE QUESTIONNAIRE

	Question	Answer
1	What do you need to purchase (printer, copier, fax, scanner, MFD)?	
2	Is your request for a device replacing an existing machine? <i>(It is the goal under the Copy/Print Initiative to use existing centrally located equipment and/or consolidate equipment versus purchasing additional standalone devices. Please consider this before requesting new equipment )</i>	
	a. If yes, what is the existing device (make/model#)?	
	b. If yes, is the device still in working order?	
3	Is the existing device under lease?	
	a. If yes, what is model#, serial # of the existing device?	
	b. If yes, when does the lease expire?	
4	What is/will be the <u>number of users</u> on the current/proposed machine?	
5	What is the <u>monthly page count</u> usage on your current machine? <i>If you are unsure of the page count how many reams of paper do you use per month? (ream = 500pgs)</i>	
	a. Are you expecting this monthly page count to remain the same?	
6	What functionality do you require on the new device?	
	a. B&W (only)	
	b. Color	
	c. Duplex capability <i>(When feasible duplex printing is encouraged to save on paper usage)</i>	
	d. Scanning	
	Please list the estimated monthly pages being scanned	
	e. Faxing	
	f. Stapling	
	g. Hole-punch	
	h. Paper (11x17capability)	
	i. USB	
	j. Envelope printing	
	k. Any "other" special printing needs	
	l. Do you currently use department copy codes for billing purposes on your current device?	
7	Please provide the location for the new device: Below list the <b>other devices</b> (model #s) in the vicinity of this new request.	
	a. Copier/multi-function devices: <i>(are any of these leased?)</i>	
	b. Printers:	
	c. Scanners:	
	d. Faxes:	
8	Under this new program all devices are to be purchased <i>(not leased)</i> . <i>If you a budgetary limit for this purchase please provide that information.</i>	
9	Please provide account numbers that will be used for this purchase.	
10	Does the department want extended service coverage for this device? If so, would they like information on: a. Cost Per Page Coverage (all-inclusive cost per page program includes all consumables, service trip, labor and parts needed during the life of the contract) b. Extended Warranty –valid three years from date of purchase and includes all service trip, labor and non-consumable parts needed during the contract period.	
11	Your IT Support staff should be involved in these requests please provide their info and copy them on this emailed request for equipment.	