

# Copy/Print/Scan Device Usage and Feature Assessment

Name:

Title/Position:

Company/Department:

Telephone Extension:

## COPY

Make and model of current copier (MFP):

Copier location:

How many employees share this device?

How many black/white copies do you make monthly?

Color copies?

Do need to make color copies?

Is your volume seasonal or even throughout the year?

Do you see any reason for your volume to increase or decrease throughout the next 2-3 year period?

If yes, explain:

How much paper capacity is needed? Please choose:

Which paper sizes do you use?

Do you need to copy on to heavier paper weights or special stock?

If yes, please specify:

How many pages do you need your document feeder to hold?

Do you need to track, monitor or restrict usage of your copier/printer for cost recovery?

Number of tracking codes needed?

Do you require Duplexing? (Make two sided copies)

Largest paper size to be duplexed? Please Choose:

Number of duplexed sets you make at a time?

Do you require sorting/collating?

Do you need to hole punch documents?

If yes, I need:

Do you need Z folding?

Do you need to stapling?

Do you need saddle stitch stapling (for booklet making)?

Additional Comments: Please tell us about any special needs or problems you have with your current system:

## **PRINT**

Which devices do you print to?

Locations?

How many employees share this (these) device(s)?

Do you use your copier as a network printer?

How many Black/White Prints do you make monthly?

Color prints?

Do you require color printing?

Is your volume seasonal or even throughout the year?

Do you see any reason for your volume to increase or decrease throughout the next 2-3 year period?

If yes, explain:

Which paper sizes do you use for printing?

Do you need to print on to heavier paper weights or special stock?

If yes; Please specify:

Print speed needed? Please Choose:

Your typical print job document content. Please select:

Do you require certified postscript drivers:

Do you require confidential mail box for secure printing?

Additional Comments: Please tell us about any special needs or problems you have with your current system:

## SCAN

How many pages do you scan monthly?

Do you scan documents directly from your copier?

If not, which devices do you use?

Location to which you do the majority of your scanning?

Describe software application (i.e. SharePoint etc.):

Other scanning locations:

What type of documents do you scan?

Do you require color scanning?

Do you require duplex (two sided) scanning?

Do you scan primarily for storage/archive purposes or for file sharing/distribution?

What output format do you require?

If others, explain or list:

Additional Comments: Please tell us about any special needs or problems you have with your current scanning system:

## FAX

How many faxes do you send and receive monthly?

Do you send or receive faxes directly to/from your desktop (email)?

If not, would this capability benefit you?

Additional Comments: Please tell us about any special needs or problems you have with your current scanning system:

## **OTHER**

Do you currently outsource any printing or copying jobs, particularly color copies and prints?

If yes, explain types, frequency and reasons:

If you could change anything about your current model, what would it be?

If you could change anything about your current vendor, what would it be?

Additional Comments: