Questionnaire – Choosing a Document Output Device

Please complete this questionnaire to assist with selecting a Device best suited to your requirements.

1. Why do you need a Document Output Device? (is this replacing an old device? Is this to consolidate a number of smaller devices?)

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

2. Do you have any other Document Output Devices in the vicinity? If so, can you please provide the brand, model and serial number?

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

3. How many people will use the device?

__________________________________________________________________________

4. Do you require A3 capability?

☐ Yes ☐ No

5. Do you require scanning facilities? For example, Copy, Scan to Email, Scan to Folder etc.

☐ Yes ☐ No
6. Can you estimate an average number of pages you will need to output every month? 
(Small – 5K to 10K/month, Medium – 10K to 29K/month, Large – 30K and over/month)

7. Do you have any space for the Document Output Device? If so – can you please measure it?

8. Do you need any additional accessories with your Document Output Device?

☐ Stapling

☐ Hole Punching

☐ Booklet Making

☐ Extra Paper Tray Capacity

☐ USB Flash Drives

☐ Tray Locks

☐ Fax (Fax to Email)

☐ Scan to Word, Excel

9. Can you please add any additional relevant information?