PRE-PURCHASE CHECKLIST:

COPIERS & MULTIFUNCTION PRINTERS

CONTACT INFO:

Copiers or Multi-function Printers may be configured to meet any business need. In order to streamline this process and configure the right product to support your growing business, please complete the form below. Once complete, contact your **KBA Document Solutions** consultant or call us at **866-536-0050**. We will be happy to address any questions you may have regarding copying, printing, VoIP phone systems, and other solutions.

BASIC FUNCTIONALITY

1. **Do you need your new multi-function copier or printer (MFP) to:**
   - ☐ **a.** Copy
   - ☐ **b.** Print
   - ☐ **c.** Scan
   - ☐ **d.** Fax

2. **Please indicate the monthly amount/ volume for each of the above you selected:**
   - **a.** Copy: _____
   - **b.** Print: _____
   - **c.** Scan: _____

3. **Do you need the device to print:**
   - ☐ **a.** Black & White
   - ☐ **b.** Color

4. **Please indicate the monthly amounts or volumes for each of the above you selected:**
   - **a.** Black & White: _____
   - **b.** Color: _____

5. **Would it be a cost savings to you if your MFP could hold a large amount of paper (for high volume printing)? This would minimize the frequency of your staff replacing paper and help reduce costs annually.**
   - ☐ **a.** Yes
   - ☐ **b.** No

DOCUMENT FINISHING

6. **Do you need the MFP to:**
   - ☐ **a.** Sort Documents
   - ☐ **b.** Fold (in half or tri-fold)
   - ☐ **c.** Staple Documents
   - **d.** ☐ Corner ☐ Saddle
   - ☐ **e.** 3 Hole Punch

7. **What size paper requirements do you have?**
   - ☐ **a.** Letter (8.5" x 11")
   - ☐ **b.** Legal (8.5" x 14")
   - ☐ **c.** Tabloid (11" x 17")
   - ☐ **d.** Envelopes
   - ☐ **e.** Special Sizes Required
   - ☐ **f.** Special Thickness Required
   - ☐ **g.** Large Format / Banner Size

8. **Do you have any other special requirements for your MFP?**
   - ☐ **a.** Staff Accounts & Login
   - ☐ **b.** A Secure Keypad
   - ☐ **c.** Usage Reporting by Dept. or Staff
   - ☐ **d.** Limited Usage
   - ☐ **e.** Document Encryption

9. **Should it be connected to your business?**
   - ☐ **a.** Network
   - ☐ **b.** Wireless Network
   - ☐ **c.** Both
   - ☐ **d.** Mobile Device Printing

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KBA DOCUMENT SOLUTIONS

DOCUMENT FINISHING (continued)

10. Will you be scanning to:

- ☐ **a.** Staff Email Addresses
- ☐ **b.** Folders On Your Network

11. What type of files would you like to scan to:

- ☐ **a.** Images
- ☐ **b.** PDF
- ☐ **c.** Microsoft Word
- ☐ **d.** An OCR File (Optical Character Recognition)

FINANCING

12. Will you be:

- ☐ **a.** Purchasing Equipment
- ☐ **b.** Leasing Equipment
- ☐ **c.** I would like to see both costs

OTHER

13. What are the most important characteristics of your purchase? Please rank the below items in order of importance 1-10:

- ___ **a.** Price
- ___ **b.** Speed
- ___ **c.** Service & Repair
- ___ **d.** Experience of Technicians
- ___ **e.** Local Business
- ___ **f.** Accurate Invoices
- ___ **g.** 'Green' Products (recycled materials)
- ___ **h.** Experience in Your Industry
- ___ **i.** Provides Additional IT Services
- ___ **j.** Lower Your Business Costs

14. Would you be interested in used or reconditioned equipment if it's in good condition?

- ☐ **a.** Yes
- ☐ **b.** No

15. Would you be interested in last year's equipment if it was new?

- ☐ **a.** Yes
- ☐ **b.** No

16. Would you like the machine to have the ability to re-order supplies automatically?

- ☐ **a.** Yes
- ☐ **b.** No

17. Do you see your business's document workflow changing in the next 5 years?

- ☐ **a.** Yes
- ☐ **b.** No

18. Will you be migrating to a 'paper-less' business any time soon?

- ☐ **a.** Yes
- ☐ **b.** No

19. Do you send any printing or copying outside your office to a third-party? If so, would you like the same pricing as if it were printed in house?

- ☐ **a.** Yes
- ☐ **b.** No

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