Printer Shopping Consideration Questionnaire Worksheet

Feel free to use the following worksheet to jot down some of your company’s printer needs and wants.

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| What type of imaging does your company do most? |
| *Type or write answers and notes here.* |

## Take a look at most of the printed documents or copies of reports floating around your offices.

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| Are they more text-heavy or graphic-based? |
| *Type or write answers and notes here.* |

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| Are there printouts in a wide format, such as architectural plans or maps? |
| *Type or write answers and notes here.* |

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| How colorful are they? How colorful would you like them to be? |
| *Type or write answers and notes here.* |

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| Does your team tend to make more copies or printouts? |
| *Type or write answers and notes here.* |

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| How much does your company print? |
| *Type or write answers and notes here.* |

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| What are the security and accessibility needs of your company's imaging? |
| *Type or write answers and notes here.* |

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| Do you frequently print, scan, or copy sensitive documents? |
| *Type or write answers and notes here.* |

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| Does your staff need to be able to print from remote locations? |
| *Type or write answers and notes here.* |

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| Would it be useful to limit certain functions to specific team members? |
| *Type or write answers and notes here.* |

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| What is your company's monthly budget for printing devices? |
| *Type or write answers and notes here.* |

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| What is your company's budget “per click” for printed or copied images? |
| *Type or write answers and notes here.* |

Additional Notes: