



E: sales@copyco.com.au  
 P: 1800 220 420

W: www.copyco.com.au  
 F: 03 9596 8399

Completed by:

Date:


ONCE COMPLETED, PLEASE EMAIL FORM TO: sales@copyco.com.au OR FAX TO: (03) 9596 8399

QUESTIONS	ANSWER	NOTES
MFD/Single function		
Colour/Mono		
A4/A3		
Duplex Print		Printing on both sides of the paper
Volume		Prints per month; how many reams of paper used?
How Many Paper Trays		
GSM		Max paper thickness to print on - eg. 80gsm
PPM		How many pages printed per minute
Current Device		Make and model
Operating System		Eg. Windows or Mac or Unix
Any Issues		Likes/dislikes of current equipment
Budget		
Notes		

ADDITIONAL MFD QUESTIONS	ANSWER	NOTES
Duplex Copy/Scanning		Auto Scanning and copying of both sides of the paper
Colour Scanning		
Scan E-mail		
Fax		
Scan To Server		
Scan to Desktop		
LDAP		Integrates with Microsoft Exchange so address auto update
Finishing		Staple; hole punch; folding

ADDITIONAL A3 QUESTIONS	ANSWER	NOTES
Oversize A3		To be able to Print A3 with crop marks
Used for Proofing		
Pantone		
Notes		