

UMB Copier Questionnaire

***Copier Speed:**

- | | | | |
|---------------------------------|---------------------------------|---------------------------------|--|
| <input type="checkbox"/> 15 CPM | <input type="checkbox"/> 35 CPM | <input type="checkbox"/> 60 CPM | <input type="checkbox"/> 85 CPM |
| <input type="checkbox"/> 20 CPM | <input type="checkbox"/> 50 CPM | <input type="checkbox"/> 70 CPM | <input type="checkbox"/> 100 CPM |
| <input type="checkbox"/> 25 CPM | <input type="checkbox"/> 55 CPM | <input type="checkbox"/> 80 CPM | <input type="checkbox"/> (Other) _____ CPM |

***Do You Want To:**

- Purchase
- Lease (number of month's _____ (e.g. 36 month, 48 month, or 60 month))

*Average **Volume** per month: _____ copies/month.

***Features needed:** (Please **CHECK** (✓) boxes and blanks as appropriate).

- Number of Standard Paper Drawers: _____ # of Drawers (e.g. 2, 3, 4, etc.)
(Not including the Large Capacity Cassette)
- Large Capacity Cassette: (holds more than 1,000 sheets of paper)
_____ How many sheets do you want it to hold (1,500/2,500/3,000/3,500/etc)
- Paper Capacity: (The maximum amount of paper each drawer, holds when using the standard paper drawers.) (e.g. 500/550/1,100 sheets)
Drawer #1: # sheets_____, Drawer #2: # sheets_____, Drawer #3: # sheets_____
Drawer # 4: # sheets_____, Drawer #5: # sheets_____

Data Security (mandatory feature)

- Bypass Tray
- Paper Sizes: ____ 8.5"x11", ____ 8.5"x14", ____ 11"x17", _____ (other indicate size)
- Paper Weight: ____ 20lb (standard), ____ 24lb, ____ 65lb cover, ____ 80lb cover, ____ 110lb cover
- Automatic Duplexing: (two sided copying 1:2, 2:2, 2:1)
- ADF (Automatic Document Feeder)
- RADF (Reversing Automatic Document Feeder)
- Inner Finisher: ____ Saddle Stitch Finisher (optional), or ____ Stacking Finisher (optional)
- Internal Stapler: ____ how many sheets (e.g. 50/100)
____ how many positions (e.g. 1/2/3)
- Collating
- Hole Punch: ____ 2 hole, ____ 3 hole, ____ 2 & 3 hole
- Book Copying
- Auditron (Copy Control)
- Reduction/Enlargement (____ to ____) in increments of ____%
- Size of Machine – if size is a problem tell us the dimensions of the space you have.
(Dimensions, if applicable: (H x W x L (in inches)_____)

***Multifunction Modes :(provide list of detailed specs)**

- | | |
|--|--|
| <input type="checkbox"/> Fax | <input type="checkbox"/> Network Fax |
| <input type="checkbox"/> Network Printer (operating system_____) | <input type="checkbox"/> PC Fax |
| <input type="checkbox"/> Printer | <input type="checkbox"/> (Network) Scanner |

***Are there other required features that are not mentioned above?**
