

# MIT Self-Assessment of Printing/Copying/Faxing/Scanning Needs

\* Please provide contact information:

Name:

Department:

Email Address:

Phone Number:

Please estimate your monthly volume in number of pages.

	< 100	100-500	500-1000	1000-5000	>5000	N/A
Printing (Color):	€	€	€	€	€	€
Printing (B&W):	€	€	€	€	€	€
Copying (Color) :	€	€	€	€	€	€
Copying (B&W):	€	€	€	€	€	€
Faxing:	€	€	€	€	€	€
Scanning (Color):	€	€	€	€	€	€
Scanning (B&W):	€	€	€	€	€	€

How many people are using this equipment in your office?

1-5

5-10

10-20

20+

What is your total estimated annual spend for printing, copying, faxing and scanning?

Leasing (hardware):

Supplies (paper, toner, staples):

Please provide the number of machines that you currently use which have the below functionality:

Print:

Scan:

Fax:

Copy: