



Office Equipment Buyer Checklist

System Security

What level of security protection is included in the quote?

Full System Subsystem

System Decommissioning

Who is responsible for the hard drive at the end of the lease?

Vendor 3rd Party

Print Engine

What type of print engine does the MFP have?

Cartridge Drum

Print Drivers

Does the MFP provide feedback directly to the end user desktop?

Yes No

Replacement Guarantee

Who decides if a system needs to be replaced?

Customer Vendor

Equipment Warranty

What is the term of the manufacturer's equipment warranty?

3 Years 3 Months

Scan File Compression

What type of scan file compression does the system use?

Advanced Basic

System Performance

What type of parts and supplies are included in the quote?

OEM Aftermarket

Environmental Sustainability

Has the vendor included solutions to reduce your carbon footprint?

Yes No

Hidden Fees

Will property taxes be included in the lease payment quoted?

Yes No

Will credits be provided for copies/prints run on service calls?

Yes No

Will one impression rate be charged for all paper sizes?

Yes No

Will there be no incremental fee per scan above monthly copy volume?

Yes No

Will toner shipping fees be waived if toner is included in the service rate?

Yes No



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