



Here is a short list of the types of background information we will be looking to discover and make copies of during our survey/analysis/assessment of your printer, copier and fax machine environment:

Device Identification/location/page counts:

- *Location and identification of all page producing devices, networked or not, by make, model, printer ID, IP address, and note of key operator or facility location/department, etc. for reference.
- *Page counts from each device to demonstrate page production over a minimum 2 week span.

Leases/ownership:

- *Leases and a copy of several months' lease invoices for each lease.
- *If equipment is owned, a copy of your depreciation schedules or a statement of amount of monthly depreciation values on all company depreciated devices.

Maintenance Charges:

- *Any maintenance contracts in place for these devices.
- *Several invoices for those maintenance contracts.
- *Invoices for any service events (labor and parts, etc.) for devices not covered by maintenance contracts over the past year.

Supplies:

- *Invoices, p-card purchases or expense report reimbursements for toner cartridges, ink cartridges, drum units and any other machine supplies purchased for these devices not covered by a contract.

Telecom Costs:

- *Telecom line charge invoices and long distance charges for each fax machine.
- *In lieu of actual invoice tracking, a regional average can be established for this.

Outsourcing:

- *Invoices for printed matter that you outsource and any documentation of what volume is outsourced over the past year.

Capital Budget:

- *How much did the organization budget for equipment purchases the past few fiscal years?

Any other documentation of cost impact purchases that affect the print/copy/scan/fax function in your organization.