



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 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

