

**COPIER REQUEST FOR PROPOSAL ON NEW EQUIPMENT**

**NAME OF COMPANY :** .....

**CONTACT :** .....

**PHONE NUMBER :** .....

**1. How many copy/printer machines would you like to purchase or lease?**

- 1
- 2
- 3
- 4+ (please note exact quantity) : \_\_\_\_\_)

**2. What copies do you need?**

- Black & White copies only
- Both Color and Black & White copies

**3. What is your overall projected monthly copier volume?**

- Not sure
- Less than 3000 cpm
- 3000 – 10 000 cpm
- 10 000 – 30 000 cpm
- 30 000 +

**4. How fast would you like your copier(s) to operate?**

- Not sure
- 16 – 20 ppm
- 20 – 30 ppm
- 30 – 50 ppm
- 50 +

5. Would you like to lease or purchased?

- Yes lease
- Give me both options

6. What is your estimated budget for each copier purchase or lease?

**Note: This question is intended to guide solution specialist to recommend the appropriate copiers based on your stated needs and budget.**

- R5 000 – R15 000
- R15 000 – R30 000
- R30 000 – R60 000
- R60 000 – R120 000
- R120 000+

2.

7. Some copiers can be used as multifunction devices via your company network. If you are interested in these features, please indicate which below:

- No additional functions, we will just be making copies
- Printing
- Scanning
- Faxing
- Not sure, please provide information.

8. When would you like to have your copier(s) delivered?

- ASAP
- In two week
- In one month
- Other (please be specific) : \_\_\_\_\_

9. How would you best classify your business or organization?

- Small to mid-size business
- Large business
- Government agency
- Educational institution (Public or Private)
- Non profit organization
- Other (please specify): \_\_\_\_\_

10. What paper sizes or types do you need your copy machine to handle?

- A4
- A4 + A3
- Cover Stock
- Transparencies

11. Will you need any additional or functionalities for your copier?

- Not sure/none
- Account codes
- Duplex Copying
- Sorter/Stapler
- Other

12. Please describe in detail any additional requirement you may have (estimated budget, service contracts requirements, buy or lease, etc).

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