

[1] Sharp Fleet Copier Request Form

Media Production Services and our vendor Sharp provides departmental copiers on a convenient, cost-per-copy basis that includes the digital copier machine, all supplies (toner, staples), and on-site technical support and service. Please take a few moments to complete this needs analysis form to help us determine the appropriate digital copier that best suits your departmental/program needs.

Request Date: Date Needed By:

Contact: Dept Name:

Address:

Email:

Phone: Account Number:

Do you currently have a Sharp digital copier? Yes No

If yes, what is the machine number (Sharp ID) and model?

Is this device to be removed? Yes No

Is this device to be moved to a new location? Yes No Where to?

Is this a temporary or a permanent change?

If no, what digital copier machine do you currently use?

Where is this machine located?

Lease or Own? Date of Expiration:

Location to be Assessed:

Other Information:

As part of the Fleet Initiative our vendor Sharp requires an assessment of your area before any new digital devices are deployed or moved. Attach any additional information you would like considered. We will contact you to discuss the equipment and service that will best meet your departmental/program needs. Thank you for your time in completing this analysis.

Please return the completed form by doing one of the following:

1) If using Adobe Acrobat Reader 7, fill in the form on screen and press the "Email this form..." button below.

2) If using Adobe Acrobat Reader 8 or higher fill in the form on screen and print the form using "Adobe PDF" as the printer in the print dialog. Send the resulting PDF file as an attachment to printsmart@mcmaster.ca.

3) Fill in the form on screen and print the form from any printer then send it to MPS c/o PrintSmart HSC 1G1 or fax it to 905-570-0743.

4) Print the form. Fill it out then send it to MPS c/o PrintSmart HSC 1G1 or fax it to 905-570-0743.

Email this form to printsmart@mcmaster.ca

FOR INTERNAL USE ONLY

[2] Assessment Information

Monthly usage: Number of users:

Key Operator: IT Contact:

Who will the machine be accessible to? Staff Students Both

Network Ready? Yes No

Additional Features:

[3] Recommendation Information

Model recommended:

Number of Machines:

McMaster Signature: _____

Date:

[4] New Installation Information

Date of Install:

Sharp ID #:

Serial #:

Model:

IP #:

Set-Ups:

print driver fax scan

Impression Count:

b&w colour list print

[5] Copier Move Information

Date of Install:

From:

To:

contact / ext.:

contact / ext.:

location:

location:

IP #:

IP #:

Sharp ID #:

Serial #:

Model:

IP #:

Set-Ups:

print driver fax scan

Impression Count:

b&w colour list print

Notes:

Sharp Representative Signature: _____

Date: