UMB Copier Questionnaire

*Copier Speed:

☐ 15 CPM ☐ 35 CPM ☐ 60 CPM ☐ 85 CPM
☐ 20 CPM ☐ 50 CPM ☐ 70 CPM ☐ 100 CPM
☐ 25 CPM ☐ 55 CPM ☐ 80 CPM ☐ (Other) _____CPM

*Do You Want To:
☐ Purchase
☐ Lease (number of month's _____ (e.g. 36 month, 48 month, or 60 month)

*Average Volume per month: _____ copies/month.

*Features needed: (Please **CHECK** (✓) boxes and blanks as appropriate).

☐ Number of Standard Paper Drawers: _____ # of Drawers (e.g. 2, 3, 4, etc.)
                    (Not including the Large Capacity Cassette)

☐ Large Capacity Cassette: (holds more than 1,000 sheets of paper)
_____ How many sheets do you want it to hold (1,500/2,500/3,000/3,500/etc)

☐ Paper Capacity: (The maximum amount of paper each drawer, holds when using the
                  standard paper drawers.) (e.g. 500/550/1,100 sheets)
        Drawer #1: # sheets_____, Drawer #2: # sheets_____, Drawer #3: # sheets_____
                  Drawer # 4: # sheets_____, Drawer #5: # sheets_____

☑ **Data Security (mandatory feature)**
☐ Bypass Tray
☐ Paper Sizes: ____8.5"x11", ____8.5"x14", ____11"x17", _____ (other indicate size)
☐ Paper Weight: ____20lb (standard), ____24lb, ____65lb cover, ____80lb cover, ____110lb cover
☐ Automatic Duplexing: (two sided copying 1:2, 2:2, 2:1)
☐ ADF (Automatic Document Feeder)
☐ RADF (Reversing Automatic Document Feeder)
☐ Inner Finisher: _____ Saddle Stitch Finisher (optional), or _____ Stacking Finisher (optional)
☐ Internal Stapler: ____ how many sheets (e.g. 50/100)
                    ____ how many positions (e.g. 1/2/3)
☐ Collating
☐ Hole Punch: ____ 2 hole, ____ 3 hole, ____ 2 & 3 hole
☐ Book Copying
☐ Auditron (Copy Control)
☐ Reduction/Enlargement (____ to ____) in increments of _____%
☐ Size of Machine – if size is a problem tell us the dimensions of the space you have.
        (Dimensions, if applicable: (H x W x L (in inches)_____)

*Multifunction Modes :(provide list of detailed specs)
☐ Fax   ☐ Network Fax
☐ Network Printer (operating system_____) ☐ PC Fax
☐ Printer   ☐ (Network) Scanner

*Are there other required features that are not mentioned above?
_____
_____
_____