



## Copier Needs Assessment Worksheet

How many people will be using this copier?	Termination Date of Service Agreement:
Is your current copier networked? Yes <span style="margin-left: 150px;">No</span>	Service Agreement Purchase Order Number:
Do you fax with your current copier? Yes <span style="margin-left: 150px;">No</span>	Do you want to trade your current copier? Yes <span style="margin-left: 150px;">No</span>
Do you use your current copier for scanning? Yes <span style="margin-left: 150px;">No</span>	Do you use user codes on your current copier? Yes <span style="margin-left: 150px;">No</span>  If yes, how many codes are you using?
Please list any copier requirements not already listed above:	Please provide an explanation of your current state (needs changed/product issues, etc.), and why you are requesting other equipment at this time?