

Customer Pre-Audit Assessment for MPS

Company Name:

Company Address:

Contact Name:

Position:

Contact Number:

Email:

Date:

Can you provide current cost information for the following as part of the process:

Consumables: Yes

Maintenance: Yes

Lease/Rental Costs: Yes

If significant cost savings can be shown, is it likely you would adopt an MPS strategy? Yes

1. Locations – how many sites, buildings require an audit?

2. Can you provide office floor plans? Yes No

3. Can you provide a schedule of equipment? Yes No

4. Approximate monthly/annual print volumes?

Note: 1 ream of paper = 500 pages. 1 box = 5 reams = 2,500 pages

5. From where do you purchase your consumables?

6. What kind of toners do you use: Originals Remanufactured/Refills Compatibles

7. Are any print/copy devices under lease or service contract? Yes No

9. Do you use a Document Management system Yes No

10. Are you outsourcing for pre-printed media, Letter Head, Brochures etc? Yes No

If yes, please give details: _____

Customer authorisation to proceed with Audit

Signature