

## 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:YesIMaintenance:YesILease/Rental Costs:YesI		
If significant cost savings can be shown, is it likely you would adopt an MPS strategy? Yes $\ \square$		
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. I 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

Galway Cartridge will waive the Audit/Report charges on condition that the assessment report be used strictly for internal use and is not disclosed or issued to third parties. Should you wish to disclose to a third party we can agree an appropriate fee.