Grand Rapids Community College
Printing/Copying/Faxing
Needs Assessment

1. Type of printing/copying jobs
   - Text files (ie. Word, Excel)
   - Graphics (ie. Desktop Publishing)
   - Other, please specify __________________________

2. Ink Requirements
   - Black & White
   - Color

   If color, please answer the following:
   - Specific applications __________________________
   - Quality __________________________
   - Volume __________________________

3. Paper Sizes
   - 8.5 X 11
   - 8.5 X 14
   - 11 X 17
   - Other, please specify:____________________

4. Format
   - Single Sided
   - Two Sided
   - Collating
     - Yes
     - No
   - Stapling
     - Yes
     - No

5. Text Document Scanning (ie. Letter)
   - Yes
   - No

   If yes, please complete the following:
   - Specific Applications __________________________
   - Quality __________________________
   - Volume __________________________

6. Fax Capabilities
   - Sending
   - Receiving
   - Volume?___________
   - Volume?___________

(over)
General Information

Unit/Department: ____________________________
Completed by: ___________________________

Number of Printers By Type:

_____ B & W Laser       _____ B & W Ink Jet
_____ Color Laser        _____ Color Ink Jet
_____ Plotters           _____ Dot Matrix