

FLEET CONFIGURATOR

DEPARTMENT						
NAME						
USE	SINGLE USER		PLEASE STATE APPROXIMATE % OF THROUGHPUT ↓		RESOLUTION REQUIRED H=HIGH (1200DPI PLUS) M=MEDIUM (600DPI) L=LOW/DRAFT (300 DPI)	
	WORKGROUP					
	SITE-WIDE					
TYPE OF OUTPUT	INTERNAL USE		MONOCHROME			
			COLOUR			
	EXTERNAL USE		MONOCHROME			
			COLOUR			
If high resolution is required please state purposes:						
ESTIMATED IMPRESSIONS > PER MONTH:	MONOCHROME		% requiring permanence – archive standards (>10 year life for output)			
	COLOUR					
STANDARD APPLICATIONS Please state (e.g. WORD, PUBLISHER etc.)						
NON-STANDARD APPLICATIONS						
SUBSTRATES, TYPE (e.g. paper - envelope etc.) SIZE, WEIGHT (gsm), FINISH (e.g. matt/gloss) AND COLOUR	TYPE	SIZE	WEIGHT	FINISH	COLOURS	% USE (EST.)
Please tick with notes as necessary			NOTES ↓			
BASIC FUNCTIONS NEEDED:	COPY					
	SCAN/COPY					
	PRINT					
	DUPLEX					
FINISHING	FOLD					
	STAPLE	CORNER				
		SIDE				
		SADDLE				
	PUNCH					
	COLLATE			MAX NUMBER OF SHEETS		
	INSERTION					
	BIND	PERFECT STITCH				
		TRIM				
		COVER				
OTHER BINDING (Please describe requirement)						
OTHER	SEND FILES					
	FAX					
	VOICE					
BUDGET AVAILABLE: £						
OPTIONS: (office use only)						