

**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)

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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