



PROGRAM INTEREST FORM

STEP ONE: Organization & contact individual information

Organization Name:

Address:

Contact Person:

Contact Title:

Contact Phone:

Contact Email:

STEP TWO: Questions regarding current equipment and service needs

Please provide approximate quantities of the following types of equipment that your organization maintains and average monthly volume for each category (pages per month):

	<i>#of machines</i>	<i>Average Volume</i>
Copiers / Multi-functional Devices:	_____	_____
Facsimiles:	_____	_____
Networked laser printers:	_____	_____
Direct connected printers (non-networked):	_____	_____
Production copiers / printers:	_____	_____
Wide format equipment:	_____	_____

Please list the manufacturer that your organization currently utilizes each of the following types of equipment. Additionally, please include an approximate monthly spend for each category.

	<i>Manufacturer</i>	<i>Monthly Spend</i>
Copiers / Multi-functional devices:	_____	_____
Facsimiles:	_____	_____
Networked laser printers:	_____	_____
Direct connected printers (non-networked):	_____	_____
Production copiers / printers:	_____	_____
Wide format equipment:	_____	_____

Additional comments:

STEP THREE: Sourcing Office and ComDoc to conduct analysis

The teams from Sourcing Office and ComDoc will review the information that you have provided and respond promptly with any additional questions necessary to conduct a review to determine your organizations savings potential. During the process, please do not hesitate to let the Sourcing Office team know if you have any questions. Thank you!