



# SACRAMENTO STATE

## Photocopy System Needs Analysis

The Photocopy & Digital Imaging program provides departmental copiers on a convenient, cost-per-copy basis that includes the digital copy machine, all supplies (toner, paper), and on-site technical support and service. Please take a few moments to complete this needs analysis to help us to determine the appropriate digital copier best suits your department/program needs.

Dept Name: \_\_\_\_\_ Location: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Do you currently have a digital copier? Yes No

If yes, what is the machine number or model? \_\_\_\_\_

If no, what digital copier machine (location) do you currently use? \_\_\_\_\_

Please estimate your monthly copy usage \_\_\_\_\_

Do you send work out to be copied and/or collated? Yes No

What sizes of paper will you need? Letter Legal 11x17

What special features will you regularly require?

Duplex (2 sided) originals  
Stapling

Duplex (2 sided) copies  
Hole punch

Sorting

Who will the machine be accessible to: Your department only staff faculty students

Please return this analysis by either emailing it to [Photocopy@csus.edu](mailto:Photocopy@csus.edu) or by campus mail to Photocopy & Digital Imaging Dept campus zip 6126. You may attach any additional information you would like us to consider. We will review the information and contact you to discuss the equipment and service that will best meet your department/program needs. Thank you for your time in completing this analysis.

