FUJIFILM
Value from Innovation

Self-Audit & Vendor Quote Checklist

Define your printer requirements before comparing specifications or requesting a quote.

Disclaimer: This material is provided for general reference and self-assessment purposes only. For a professional assessment tailored to your organisation's requirements, please contact your FUJIFILM Business Innovation sales representative.

Run a quick self-audit

Estimate your everyday document needs.

1. Estimated monthly print and copy volume Estimate one week, then multiply by four.			
2. Required paper size Select the smallest format meeting regular needs.	☐ A4	■ A4	☐ Both
3. Typical document output Choose the option used for most documents	☐ Colour	☐ Monochrome	
4.Multi-page scanning or copying If yes, an automatic document feeder is essential.	☐ Yes	☐ No	

Build your vendor quote request

Use this summary in an email or supplier quote form.

Monthly page volume (print + copy combined)			
Paper size required	☐ A4	☐ A4	☐ Both
Colour or monochrome	☐ Colour	☐ Monochrome	
Fax required	☐ Yes	☐ No	
ADF duplex scanning needed	☐ Yes	☐ No	
Connectivity	☐ A4	☐ A4	☐ Both
Number of users sharing the device			

Next steps

Share this checklist and request two or three suitable models.
Compare recommendations against your workload, requirements and connectivity setup.

Reach out to us for more information:
https://www.fujifilm.com/fbhk/en/form/contact/enquiry