



**Network & Site Evaluation Form**

**Fill out and Fax to 781-762-1969**

**Company:** \_\_\_\_\_ **Contact:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **St.** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Ext:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**Proposed Equipment:** (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_ (4) \_\_\_\_\_

Optional Features	Site Preparation
<ul style="list-style-type: none"><li><input type="checkbox"/> Network Scanning</li><li><input type="checkbox"/> Scan to E-mail</li><li><input type="checkbox"/> Fax Board</li><li><input type="checkbox"/> PCL</li><li><input type="checkbox"/> Post Script</li><li><input type="checkbox"/> Finishing: _____</li><li><input type="checkbox"/> (3) Hole Punch</li><li><input type="checkbox"/> Cabinet</li><li><input type="checkbox"/> Extra Paper Drawers</li><li><input type="checkbox"/> (2) Extra Paper Drawers</li><li><input type="checkbox"/> High Capacity Paper Deck</li><li><input type="checkbox"/> Hard Drive</li></ul>	<ol style="list-style-type: none"><li>1. Do you have internet access?</li><li>2. Is it a T1, DSL, or Modem (Circle One)</li><li>3. Do you have a loading dock?</li><li>4. Any Stairs?    How Many?</li><li>5. Do you have an elevator if needed?</li><li>6. Is there a network jack near the proposed unit?</li><li>7. If you plan to fax, do you have a phone jack?</li></ol>

**Scanning:** What will the scanned documents typically be used for: \_\_\_\_\_

**E-Mailing:**

1. Is there an SMTP server that can be accessed through the local network?
2. Does the SMTP server require authentication?
3. Is there a POP 3 Server that can be accessed through the local network?

**Notes:**

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