



# Print Vendor Checklist

Use this worksheet to answer all the relevant questions you need to consider when choosing the right print vendor for your business.



**Vendor Name:** \_\_\_\_\_ **Date of Contact:** \_\_\_\_\_

## Services Offered:

- Active Spend Tracking
- Equipment Delivery
- Toner Replenishment
- Printer Security System
- Repair Support

## Products Offered:

*BRANDS:*

- Xerox
- HP
- Canon
- Other \_\_\_\_\_

*MACHINES:*

- Desktop Printer
- Multifunction Printers
- Multifunction Copiers
- Other \_\_\_\_\_

## Print Support:

If they offer repair support, do they have a guaranteed response time? **Y / N**

If yes, how long does service take? \_\_\_\_\_

Do they collaborate with your MSP when appropriate? **Y / N**

When equipment breaks and repair parts are on backorder, do they provide a temporary solution while you wait for service? **Y / N**

## Location + Reach:

Can they deliver equipment to ALL of your current business locations? **Y / N**

Can they triage support requests to ALL of your current locations **Y / N**

If your business expands, will they be able to accommodate new locations? **Y / N**

Where are they limited to?  **Local**     **State**     **National**     **Global**

## What size of business are they specialized in supporting?

- Micro (1-10 Employees)
- Small (1-100 Employees)
- Medium (100-250 Employees)
- Large (250+ Employees)