

Requirements

- B/W
- Colour
- Print Cabinet (smaller units)
- Copy Staple
- Scan 3-hole punch
- Fax Surge Protection

Once we know your print requirements, we will identify a device that meets the day-to-day print needs of your team and provide you with the cost and timeline for delivery/installation. If you're ready to proceed, please complete this order form to lease an office printer or purchase a desktop printer and send it to office.printers@dal.ca. If you have questions, please email or call (902) 494-4363 to speak with a member of the Printing Services team.

of paper trays required; 1, 2 or 3: _____

of users: _____ (Will there be multiple users or a single user?)

Expected volume: _____ (How many pages will be printed in a month on average?)

Account Tracking: (Do you need to know who's printing and how much?)

Customer Information

Dept/Faculty/Unit: _____

Delivery/Installation Address: _____

Building: _____ Floor: _____ Room: _____

Contact: _____ Phone: _____

Contact Email: _____ Project Email (Required): _____

Fax #: _____ Network Plate #: _____

Org - acct: _____ (xxxxx-xxxx)

Comments