



#EA \_\_\_\_\_

A  D  F \_\_\_\_\_

Date

### APPLICATION FOR GRAPHIC EQUIPMENT (EA)

Instructions: Submit one application for each individual piece of equipment requested. Complete each section that applies to your situation. Indicate sections that do not apply with "NA". Attach supporting documents, and send to: Print & Copy Services, USB. If you have any questions about completing this application, please call Linda Bettler, 4055 or Tinnisha Goudy, 4458.

Agency Name <p style="text-align: center; margin: 0;"><b>UW–Milwaukee</b></p>	Department	
Division	Organization # (i.e. 401830)	
Delivery Address (Include Building & Room #)		
Person Requesting Equipment	Title	Phone
Agency Printing Manager Name <b>Linda Bettler</b>	Phone <b>4055</b>	
Indicate what problems you are currently experiencing (Check all that apply)		
<input type="checkbox"/> Cost <input type="checkbox"/> Service <input type="checkbox"/> Quality <input type="checkbox"/> Lease Term Ending		
<input type="checkbox"/> Other (Explain) _____		
Indicate what type of copying, printing or bindery you wish to do with this equipment (Check all that apply)		
<input type="checkbox"/> Letterhead <input type="checkbox"/> Books <input type="checkbox"/> Exams <input type="checkbox"/> Labels <input type="checkbox"/> Posters: size _____		
<input type="checkbox"/> Folding <input type="checkbox"/> Saddle-Stitching <input type="checkbox"/> Binding: _____		
<input type="checkbox"/> Other (Please Specify) _____		
What has been your average monthly volume for the past year?		
<input type="checkbox"/> under 1,000 <input type="checkbox"/> 1,000 - 5,000 <input type="checkbox"/> 5,001 - 10,000 <input type="checkbox"/> 10,001 - 15,000 <input type="checkbox"/> 15,001 - 20,000		
<input type="checkbox"/> 20,001 - 30,000 <input type="checkbox"/> 30,001 - 40,000 <input type="checkbox"/> 40,001 - 50,000 <input type="checkbox"/> 50,001 - 100,000 <input type="checkbox"/> Over 100,000		
<input type="checkbox"/> Posters: Size: _____ Qty: _____		
<input type="checkbox"/> Other: _____		

What is your projection of average monthly volume for the future?

- under 1,000     1,000 - 5,000     5,001 - 10,000     10,001 - 15,000     15,001 - 20,000  
 20,001 - 30,000     30,001 - 40,000     40,001 - 50,000     50,001 - 100,000     Over 100,000

Posters: Size: \_\_\_\_\_ Qty: \_\_\_\_\_

Other: \_\_\_\_\_

Current Equipment

Model

Make

Date Acquired

Equipment Application Number

Will your current equipment be:

- Traded-In     Surplused     Lease Terminated     Rental Terminated

Other (Explain) \_\_\_\_\_

What are your current costs?

Per Copy \$ \_\_\_\_\_ Per Month \$ \_\_\_\_\_ Other \$ \_\_\_\_\_

What do you anticipate your costs will become?

Per Copy \$ \_\_\_\_\_ Per Month \$ \_\_\_\_\_ Other \$ \_\_\_\_\_

How do you plan on acquiring the proposed equipment?

- Statewide Copier Contract     Purchase     Lease

Band # \_\_\_\_\_  Stand-Alone     LAN Connected MFP    Minimum Allowance \_\_\_\_\_

- BID (Please specify and include any supporting data)     Purchase \$ \_\_\_\_\_     Lease

Proposed equipment description (i.e. brand name and model - attach equipment literature)

Please list any non-standard specifications/additional accessories

Other Information (include anything you think is relative to your request)

- Approved     Denied     Forward to Madison for Approval

Printing Manager Signature

Date