



The University of Georgia

Procurement Department

Copier Acquisition Worksheet

Estimated Monthly Copy Volume _____

Anticipated Annual Increase _____

Applicable Volume Bracket

_____ 1.1 4,000-10,000/month

_____ 7.1 65,000-100,000/month

_____ 2.1 8,000-25,000/month

_____ 8.1 85,000-150,000/month

_____ 3.1 18,000-35,000/month

_____ 9.1 100,000-200,000/month

_____ 4.1 25,000-50,000/month

_____ 10.1 175,000-500,000/month

_____ 5.1 30,000-55,000/month

Features

Copy Speed: _____ 15 CPM _____ 25 CPM _____ 50 CPM _____ 70 CPM _____ 85 CPM
_____ 20 CPM _____ 35 CPM _____ 60 CPM _____ 80 CPM _____ 100CPM

Paper Sizes: _____ 8-1/2 x 11 _____ 8-1/2 x 14 _____ 11 x 17

- _____ Book Copying
- _____ Multi-Copying Control
- _____ Light and Dark Copy Control
- _____ Manual Two-Sided Copying
- _____ Auto Duplex (1:2, 2:2)
- _____ Auto Duplex (1:2, 2:2, 2:1)
- _____ Auto Document Feeder
- _____ Recirculating Document Handler
- _____ Reversing Automatic Document Feeder
- _____ Computer Forms Feeder

- _____ Combo Feeder, ADF/RDH
- _____ Zoom Reduction/Enlargement
- _____ Minimum 2 Mode Reduction
- _____ Variable Reduction
- _____ 10 Bin Sorter
- _____ 20 Bin Sorter
- _____ Offset Stacker
- _____ Stacker/Stapler
- _____ Stacker/Stapler (50 sheet)

Additional Features or Options

Comments or Justification

Department/Division

Authorized Signature

Date