Client Profile

Company Name: _____ Date: _____

Address: _____

Customer Contact: _____ Email: _____

Network Contact: _____ Email: _____

Equipment Install:	Make	Model	Make	Model	Make	Model

Sales Rep: Steven Witcraft

Connectivity Profile

1. IP Address Information

Please provide the following IP address info:

Copier IP Address _____ - _____ - _____ - _____

Gateway _____ - _____ - _____ - _____

Subnet Mask _____ - _____ - _____ - _____

DNS Address _____ - _____ - _____ - _____

2. Network Operating System

☐ Windows Vista   SP _____   ☐ Mac OS   Version _____
☐ Windows XP   SP _____   ☐ Peer to Peer   Version _____
☐ Windows 2000   SP _____   ☐ Novell Netware Version _____
☐ Other [specify] _____

3. Network Protocol

☐ IPX   ☐ NETBEUI   ☐ TCP/IP   ☐ Other [specify] _____

4. Client Workstations

	Total Workstations		Total User Access
☐ Windows Vista	_____	➡	_____
☐ Windows 2000	_____	➡	_____
☐ Windows 95/98	_____	➡	_____
☐ Windows XP	_____	➡	_____
☐ Mac Version ____	_____	➡	_____
☐ DOS Programs	_____	➡	_____
☐ Proprietary Software	_____	➡	_____
☐ Other [specify]	_____	➡	_____
____	_____	➡	_____

5. Print Server   ☐ Yes   ☐ No

If Yes, select from following:

☐ Windows Print Server   OS Version ____
☐ Novell Print Server   Version ____
☐ HP JetDirect   Model ____
☐ Axis*   Model ____

      *[NetBEUI or IPX Network Protocol necessary]

6. Scanning Preferences Scan to Folder ☐ Yes ☐ No

Scan to Email ☐ Yes ☐ No

If yes, is a PC available for Scan Server Software ☐ Yes ☐ No

SMTP/Email Server Name/IP Address _____

* If required, Scan Server Software should not be installed on a workstation someone is using

TOTAL number of workstations using scanner _____

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7. PC - FAX ☐ Yes ☐ No TOTAL number of workstations to use PC - Fax _____

Fax forward to Email ☐ Yes ☐ No Forwarding Email address _____

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8. Post Script ☐ Yes ☐ No *Post Script necessary for MAC environment

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9. Special Software? ☐ Yes ☐ No Please specify: _____

*Some software require specific drivers/servers

Client Responsibilities

1. Proper power connection for copier/printer.*
2. Correct cable(s) to connect to either the network or parallel connections.
3. Sufficient room for the unit to be installed.*
4. Computer/Server with adequate memory and speed for software to be installed.*
5. Customer contact to oversee the installation of the software.
      *Check operating manual for necessary requirements

The installation of a copier and/or printer includes 3 hours of installation time by our technical specialists.
Additional time required would be charged at our standard rate of $125 per hour.

If you would like to waive the 3 hours of IT support for future use, please sign here:_____

Please be aware that network support is not part of your maintenance agreement.
Phone support is available; however, on-site visits are billed at $125.00 per hour.

✗ Customer Approval: _____ Date: _____

Sales Manager Approval: _____ Date: _____