



Monitor Request		If you require two monitors connected to one computer, please select Dual display.				
Name	Current Monitor	Current Asset No.	Additional / Replace	Dual Display	Size of Monitor required	Motivation

Printer (without scan/copy) Request				Indicate whether you require the new printer to be double sided and/or networked and how many people will print to the NEW printer.			
Current Printer Information				New Printer Required			
Name	Make	Model	Current Asset No.	Double Sided	Networked	No. of People	Network Point Available

**Motivation for New Printers** Please indicate why it is necessary to replace your current printers.

Multi-function (print, scan, copy) Printer Request		Indicate whether you require a multi-function printer that supports Colour/Black and White printing, double sided printing, networking, A3 paper size and how many people will print to the NEW printer.					
Current Multi-function Information		New Multi-function Photocopier / Printer Required					
Current MFP & Model	Serial No.	Colour / B&W	Double Sided	Networked	No. of People	Paper Size Requirement	Network Point Available
Eg. Minolta B211							

**Motivation for New multi-function** Please indicate why it is necessary to replace your current photocopier/scanner/printer

New Staff and Office Moves		Please indicate how many NEW staff appointments you have applied for or if you anticipate any office moves.	
	Number of Additional phones required	Number of Additional network points required	
New Staff			
Office Moves			

Other				Please include scanners, external hard drives, flash sticks, speakers, headsets etc.			
Name		Item		Specifications		Cost	

Software		Please include any specialised software requirements	
Name/Description of Software		Cost	

**Motivation for specialised software**