

CUSTOMER SITE SURVEY



*Date Of Request: _____

Sales Rep : _____

*Business Name: _____

*Business Address: _____

*Contact Name: _____

*Contact Phone Number: _____

*Contact Email Address: _____

Current or Proposed Make and Model of equipment: _____

* Indicates Required information.

Person responsible for the Network assets

Contact Name: _____

Contact Phone Number: _____

Contact Email Address: _____

Is your IT administrator employed by your company or 3rd party? Employed 3rd party

Will they be onsite at install? Yes No

How many total devices will need print and scan _____

Location Information for Delivery of Equipment

Are there stairs? (This requires special equipment) Yes No If Yes How Many? _____

Is there an Elevator of sufficient size and capacity onsite? Yes No

Are the door and entries standard size? (32 inches) Yes No

Are there any known special delivery instructions required for the delivery site: Yes No

If Yes, please describe: _____

Please mark the matching power outlet in the location you will be installing the machine:

Nema 5-15R



NEMA 5- 20R



NEMA 6- 20R



NEMA 6-30R



15 Amp

20 Amp

20 Amp

24Amp

120V/60HZ

120/60Hz

240/60Hz

240/60Hz

If this machine will be used to Print, Scan or Fax please answer:

Is there a working phone line within 4 feet of the machines proposed location? Yes No

If no, when is it scheduled to be installed? _____

If Yes is it Analog or Digital? Analog Digital

Is there a working Network connection within 4 feet of the machines proposed location? Yes No

If no, when is it scheduled to be installed? _____

Software

Would you like to have software installed that will automatically report your Meter Readings? Yes No

If this machine will have a Fax will you want/need Desktop Faxing software? Yes No

Do you want/need Fax forwarding Yes No If yes will it need to be sent to an Email Or Folder

If Fax forwarding, please provide email/folder path to final location: _____

Special or additional Software

Is there any special or additional software or Hardware that will need to be printed to/from, Scanned to/from on this machine?

Yes No

If Yes Please list the software/Hardware:

1. _____
2. _____
3. _____
4. _____
5. _____

Basic Network Information

How will this machine be connected? Network USB

Do you have MAC systems on your network? Yes No How Many? _____

IP Information for the machine that will be installed:

IP Address: _____

Subnet: _____

Gateway: _____

Host Name: _____

Your Network Information:

Primary DNS: _____ Secondary DNS: _____

Primary WINS: _____ Secondary DNS: _____

SMTP Name: _____

SMTP Primary IP Address: _____ SMTP Secondary IP Address: _____

SMTP Port: _____

To Scan to email customer MUST provide Mail Server information and Valid User Name and Password.

Print Information

Will the drivers need to be installed on a:

Server and Shared out (If going on a server you will need to provide admin access to that server)

Individual Work stations and print direct. (If going on a work station you will need to provide admin access to that work station) If Individual, how many work stations will require drivers? _____

Scanning Information:

How do you want this device to scan? You will need to provide a user name and password that has proper rights to the final location.

Email How Many: _____

Network Folders How Many: _____

Work Stations How Many: _____

Fax Information:

Add the Company Name as you want it to appear on the Fax Header: _____

Company Fax Number as you want it on the Fax Header: _____

Do you want Fax Confirmations? Yes No

If you need help with any area of this form please contact our Help Desk at Helpdesk@coeco.com or call 1-800-682-6844 Ext. 9329 for assistance.

I authorize COECO Office Systems to provide the Services described herein and agree on the conditions set forth below:

Customer hereby acknowledges that it has requested COECO Office Systems ("COECO") to install software or hardware products ("the products") on customer's computer hardware, peripherals, network hardware, and network software ("the computer"). Customer acknowledges that COECO has no knowledge or control over the type of software currently on customer's computer or the environment in which it operates and that some software, including the existing software on the customer's computer, may contain configurations or algorithms that are incompatible with the products. Customer acknowledges that because of these and other factors that are beyond the control of COECO, there are risks associated with the installation or service of the products, including, without limitation, the risk that data on the computer may be damaged or deleted. Customer acknowledges that it is advisable and the sole responsibility of the customer prior to installation or service of the products to back up all data contained on the computers which customer, in its sole discretion, deems necessary including, without limitation, all directories, sub-directories and partitions. If any data is damaged or deleted, customer is responsible for restoring such data to the computer.

In consideration of COECO agreeing to perform such installation, customer agrees for itself, its employees, agents, successors and assigns, to hereby release and forever discharge COECO and its employees, agents, successors and assigns from any and all claims, debts, liabilities, costs, expense (including attorney's fees), damages, actions and causes of action of every kind and nature, in law and in equity, related to or arising from the installation, service, maintenance, function or use of the products and the actions of any employees or agents of COECO related to installation, maintenance, function or use of software or hardware.

ACKNOWLEDGEMENT

BY CLICKING THE BUTTON INDICATING YOUR ACCEPTANCE AS STATED ABOVE, YOU ACKNOWLEDGE THAT YOU HAVE READ THIS AGREEMENT, UNDERSTOOD IT, AND AGREE TO BE BOUND BY ITS TERMS AND CONDITIONS. YOU ALSO AGREE THAT THIS AGREEMENT IS THE COMPLETE AND EXCLUSIVE STATEMENT OF AGREEMENT BETWEEN YOU AND COECO CONCERNING THE SUBJECT MATTER HEREOF AND SUPERSEDES ALL PROPOSALS OR PRIOR AGREEMENTS, VERBAL OR WRITTEN, AND ANY OTHER COMMUNICATIONS BETWEEN YOU AND COECO RELATING TO THE SUBJECT MATTER HEREOF. NO AMENDMENT TO THIS AGREEMENT SHALL BE EFFECTIVE UNLESS SIGNED BY A DULY AUTHORISED REPRESENTATIVE OF COECO.

Should you have any questions concerning this Agreement, or if you desire to contact COECO for any reason, please contact the COECO representative where you obtained the Products.

Accept

Decline