

# Proposal to Purchase a new office printer

## 1. Background

- 1.1. The existing Xerox Laser printer has now ceased to operate. While it was working it was extremely temperamental and very difficult to install the correct drivers as it was obsolete on Xerox website for drivers.
- 1.2. It required a hard wire connection to a PC to print so only one PC can print at any time.
- 1.3. It did not have copy or scan facilities which meant I had to do all this at home on my own printer (because the PC owned A4 printer also does not scan or copy)
- 1.4. It did however, print good quality A3 and A4 pages as it was a laser printer.

## 2. Requirements Summary

- 2.1. A3 and A4 capability
- 2.2. Good quality print (1,200 DPI)
- 2.3. Scan and copy capability
- 2.4. WiFi connection
- 2.5. Low ongoing running costs
- 2.6. Fits on a desk top

## 3. Options and Costs

- 3.1. Several options have been investigated and advice sought on print quality
- 3.2. **Lease Epson WorkForce Pro EM-C8100RDWF:**
  - Very high output with good quality
  - Physical size only just fits desk
  - Total cost of ownership over 5 Years £2,820
- 3.3. **Purchase Brother MFC-J6955DW £409**
  - Similar quality as my home printer, not good enough for posters and pictures etc
  - Moderate running costs if after market cartridges are used
  - Will just fit on desk
- 3.4. **Purchase Epson ET-16150 £749**
  - Print not up to Laser quality
  - Will fit on desk
  - Low running costs using manufactures supplies
- 3.5. **Purchase Epson EcoTank Pro ET-16680 £1,230**
  - EcoTank technology is very close to laser quality with much lower running costs
  - Physically will take up too much room on the desk
- 3.6. **Purchase Epson EcoTank Pro ET-16650 £1,085**
  - EcoTank technology is very close to laser quality with much lower running costs
  - Easily fits on the desk – very compact

## 4. Proposal

- 4.1. Purchase Epson EcoTank Pro ET-16650 £1,085
- 4.2. Why? EcoTank technology is probably the best quality ink jet output with the lowest running costs. This printer does everything we need:
  - WiFi connectivity, 4,800 x 2,400 dpi resolution, Print, scan, copy all duplex with auto document feeder, Fits easily on the desk although output tray extends beyond the front when printing A3.

## 5. Funding Source

- 5.1. We have a printing and consumables budget of £1,100. While this is required to cover toner and ink, it would support the majority of the cost of this printer which could be as little as £900 depending on supplier.
- 5.2. It is early in the year and the budget was built with an element of contingency in most categories, so I believe this is not only a good product for the future, but affordable this year.