



# Mail Machine Comparison Checklist

Fill in information for each item in order to have a side-be-side comparison for each mail machine you are considering.

			Option 1 (Name)	Option 2 (Name)	Option 3 (Name)
<b>EQUIPMENT</b>					
	Make/Model	New			
		Refurbished			
	Mail Volume/Speed	Letters per minute (LPM)			
	Envelope max. sizes				
	# Dept Codes	Standard			
		Optional			
	Differential/Dynamic Weighing	Manual/speed			
		Weigh On The Way/speed			
<b>PRICING / FEES</b>					
	Lease				
	Rental				
	Postage	Reset \$			
	Maintenance	Included			
		Not Included (identify trip charges)			
		# visits covered annually			
<b>POSTAGE FUNDING DOWNLOADING, MANAGING</b>					
Postage Funding Availability/Cost	Available (yes/no)				
	Check				
	ACH				
	Line of Credit				
Postage Downloading Available Options	LAN, no PC				
	High speed internet using a PC				
	Dial-up/analog				
Postage Managing	Online account tools available (yes/no)				

<b>CUSTOMER SERVICE</b>					
Training	Who trains				
Questions/Problems	Local/National International Help Desk				
	Local/National Service				
<b>SUPPLIES</b>					
	OEM or Recycled				
	Low or High Capacity				
	Ink Cost (each)				
	Ink Cost per Impression				
	Guarantee on defective inkers				
	Label (cost per box)				
	Average shipping cost				