



NETWORK SITE SURVEY

Sales Rep _____ Date _____

CUSTOMER SITE INFORMATION					
COMPANY NAME		DM CONTACT		IN-HOUSE IT AVAILABLE	YES <input type="checkbox"/> NO <input type="checkbox"/>
ADDRESS		EMAIL		3RD PARTY IT	YES <input type="checkbox"/> NO <input type="checkbox"/>
CITY, STATE, ZIP		IT CONTACT		CONNECT ON DEL	YES <input type="checkbox"/> NO <input type="checkbox"/>
TEL NO / FAX NO		IT EMAIL		IT CELL NUMBER	

SMTP - SCAN TO EMAIL - YES <input type="checkbox"/> NO <input type="checkbox"/>		SCAN TO FOLDER - YES <input type="checkbox"/> NO <input type="checkbox"/>		CONNECTION AVAILABILITY	
SMTP SERVER NAME		FILE SERVER NAME OR CLIENT		ETHERNET PORT	YES <input type="checkbox"/> NO <input type="checkbox"/>
SMTP AUTH ENABLED - YES/PORT NUMBER		AUTH USERNAME		WIRELESS	YES <input type="checkbox"/> NO <input type="checkbox"/>
SMTP USER NAME		AUTH PASSWORD		FAX PORT	YES <input type="checkbox"/> NO <input type="checkbox"/>
SMTP PASSWORD				USB PORT	YES <input type="checkbox"/> NO <input type="checkbox"/>
SMTP EMAIL ADDRESS		INTERNET SERVICE PROVIDER			





NETWORK INFORMATION				CLIENT		SERVER PLATFORM	
SUBNET MASK		DNS 1		WINDOWS 10 <input type="checkbox"/>	WINDOWS 8 <input type="checkbox"/>	WINDOWS 2012 <input type="checkbox"/>	WINDOWS 2008 <input type="checkbox"/>
GATEWAY		DNS 2		WINDOWS 7 <input type="checkbox"/>	VISTA <input type="checkbox"/>	WINDOWS 2003 <input type="checkbox"/>	AS400/ I SERIES <input type="checkbox"/>
DOMAIN				XP <input type="checkbox"/>	MAC OS 10.____ <input type="checkbox"/>	MAC OS ____ <input type="checkbox"/>	LINUX <input type="checkbox"/>

PRINT SETUP								FAX INFORMATION	
PRINT <input type="checkbox"/>	AIRPRINT <input type="checkbox"/>	PCL 6 <input type="checkbox"/>	PCL 5 <input type="checkbox"/>	PS <input type="checkbox"/>	EFI/PS <input type="checkbox"/>	UNIVERSAL PRINT <input type="checkbox"/>	LANFAX <input type="checkbox"/>	MFP FAX NUMBER	

SOFTWARE INFORMATION							
ECLIPSE <input type="checkbox"/>	NSI <input type="checkbox"/>	PPDM <input type="checkbox"/>				USER CODES <input type="checkbox"/>	OTHER:
SCOPE OF WORK SIGNED BY CUSTOMER			YES <input type="checkbox"/>	NO <input type="checkbox"/>			



NETWORK RELEASE

NETWORK SERVICES - INSTALLATION RATES CHARGE	SOFTWARE ACKNOWLEDGEMENT AND RELEASE	DEMO PRINT ALLOWANCE/DEMO USE ONLY
<p>Demonstration Units - up to 3 workstations installed at no charge. Additional workstations after the 3rd will be billed at \$160.00/hr. with a minimum of 1 hour.</p> <p>Sold Units - up to 6 workstations installed at no charge. Additional workstations after the 6th will be billed at \$125/hr. with a minimum of 1 hour.</p> <p>Stand Alone Units - USB. One workstation installed at no charge. Sharing the device to additional workstation will be billed at \$125.00/hr. with a minimum of 1 hour.</p> <p>Software Packages sold by The Polack Corporation - Additional charges may apply.</p> <p>Note: EFI/Fiery units. EFI/Fiery software will be installed on the primary user's workstation only. Additional workstations can be installed for an additional fee of \$125.00/hr. with a 1 hour minimum.</p> <p>Calibration - Available upon request and is billable at \$125/hr. with a minimum of 1 hour.</p>	<p>Customer hereby acknowledges that it has requested The Polack Corporation to install certain software or hardware products ("the products") on customer's computer hardware, peripherals, network hardware, and network software ("the Computer"). Customer acknowledges that Polack has no knowledge or control over the type of software currently on the customer's computer or the environment in which it operates some software, including existing software which may contain configurations or algorithms which are incompatible with the products. Customer acknowledges that because of these and other factors which are beyond the control of The Polack Corporation, there are risks associated with the installation or service of the products including, without limitation, the risk that the data on the computer may be damaged or deleted.</p> <p>Customer acknowledges that it is advisable and the sole responsibility of the customer, prior to installation or service of products, to back up all data contained on the computer which the customer, in its sole discretion, deems necessary, including, without limitation, all directories, subdirectories, and partitions. If any data is damaged or deleted, customer is responsible for restoring such data to the computer.</p> <p>In consideration of The Polack Corporation agreeing to perform such installation, customer agrees for itself, its employees, agents, successors, and assigns from any and all claims, debts, liabilities, costs, expenses (including attorneys fees), damages, actions, and causes of action of service, maintenance, function or use of the products and the actions of any employees or agents of The Polack Corporation related to the installation, maintenance, function, or use of the software or hardware.</p>	<p>Customer acknowledges that additional prints surpassing the print allowance will be charged at \$0.025 per print on B/W in excess of 2000 images and \$0.25 on color images in excess of 500</p>
<p>CUSTOMER RESPONSIBILITIES</p>	<p>CONNECTIVITY WARRANTY</p>	<p>@REMOTE and FMaudit SERVICES</p>
<p>Data ports, network drops, network, cables, USB/Firewire/Parallel cables, network switches and power receptacles are to be provided by the customer.</p> <ul style="list-style-type: none"> ● Provide a dedicated polarized electrical power outlet meeting manufacturer's specifications. (See below) ● Provide dedicated analog fax line if faxing is required. ● Provide a dedicated active network port with static IP address and proper cabling. ● Provide adequate space for equipment meeting manufacturer's specifications. ● Provide network administrator on site for installation support, workstation setup, and training. Provide key users on site for training. 	<p>The Polack Corporation warrants the connectivity for 30 days. In any instance, even within the 30-day warranty period, the customer updates the operating system, upgrades the network server, and/or purchases a new workstation, thus requiring additional service(s) connecting the Polack device; this service will be billed at a rate of \$125.00 per hour with a 1 hour minimum.</p>	<p>@Remote and FMaudit is software that permits automatic monitoring of the device (for example, a copier or printer). @Remote and FMaudit will provide the following types of functionality: remote meter reading, supply usage, reporting of malfunction/error codes and in-bound machine adjustments or firmware upgrades. The data and information gathered by @Remote and FMaudit is sent to an off-site server maintained by Ricoh Corporation and FMaudit. @Remote and FMaudit cannot and does not collect your document content or user information. You may request, at any time, that the @Remote and FMaudit Services be deactivated. Ricoh and FMaudit retains all rights, title and interest to the data collected by @Remote and FMaudit, which it may use or provide to third parties authorized by Ricoh/Savin to service your machines and in order to provide better service to you. Except for the limited data capture by @Remote and FMaudit, Ricoh and FMaudit do not have any rights to your documents or information.</p>
<p>Select Model All Faxes & seg 3 or lower use NEMA5-15R</p> <p>All segment 4 models and above require a dedicated outlet (refer to outlets below)</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>NEMA 5-15R</p> </div> <div style="text-align: center;">  <p>NEMA 5-20R</p> </div> <div style="text-align: center;">  <p>NEMA 6-15R</p> </div> <div style="text-align: center;">  <p>NEMA 6-20R</p> </div> </div>		<p>NETWORK SURVEY ACCEPTANCE SIGNATURE</p>
		<p style="text-align: center;">**PLEASE SIGN ACCEPTANCE**</p>
		<p>COMPANY NAME: _____</p>
		<p>CUSTOMER SIGNATURE: _____</p>
		<p>PRINT NAME: _____</p>
		<p>TITLE: _____</p> <p>DATE: _____</p>