



Checklist for Starting a Managed Print Service Agreement



Gathered and provided fleet data to new MPS partner



Provided current terms and conditions to new MPS partner



Sent current service and supply logistics to new MPS partner

How do you order? Who does service? Any supply closets? Are you happy with current level of service? What is your toner delivery and/or routing method?



Reviewed network structure with new MPS partner

Any digital workflows or processes and any user requests



Reviewed any specialized processes with new MPS partner

Medical records, marketing material, HR processes, legal/financial preprinted forms, special finishing requirements.



Had an assessment done with new MPS partner



Had any used or current printers or copiers inspected by new MPS partner



Signed the contract with new MPS partner