



THE COPIER WAREHOUSE
— SALES-SERVICE-SUPPLIES —

COPIER BUYING GUIDE





About us

The Copier Warehouse has become known throughout the Industry as the most trusted Source for a Large Selection of Brand Name Office Machines.

Virtually Everything from Small Stand-Alone Desktop Copiers & Printers to the Latest in High Tech Digital & Connected Multi-function Technology.



The Copier & Printer Buying Guide

THE COPIER WAREHOUSE

The hefty sticker prices on New copiers encourage many businesses to consider buying Off Lease Pre-Owned/ Used copiers. Often, this is a smart choice: Lightly used Pre-Owned copiers can be a dependable part of your office for years!

Note that we say "Lightly Used Pre-Owned" and NOT Refurbished, simply cleaning the outside and making sure it still works and rolling back the printer count meter is NOT sufficient. Before buying a used copier, ask the seller about their refurbishing process. Used copiers should be thoroughly cleaned inside and out, have all worn parts replaced, and be inspected by a certified technician for any potential problems.

Pre-owned copiers/ printers should be backed by a service agreement.

Business copiers/ printers can cost thousands of dollars, so you should make sure your investment is protected!

Whether buying new or used copiers, it's best to have a Service Agreement that covers all the parts that typically wear out or break, including the belts, drums, rollers, trays, etc. When buying a used copier, the best insurance is having service agreement.





Find a vendor who you can trust to deliver Quality machines & reliable service!

Almost every vendor will recommend a brand and model that they are contractually biased to, as most dealers are married to a single brand. The Copier Warehouse is one of the few that specializes, sells, services and leases all makes and models. We only recommend the best in class machines that best fit your needs.

Don't buy a throw away printer/copier. The \$600 all-in-one printer, scanner, and fax machines that you can buy at Office Depot or Staples are extremely expensive & inefficient on toner & supplies. They will end up costing you more than the lease on a business machine.

Per-copy prices are much higher and they're not built to handle a business copy volume, so stay away from them for any multi-person office.

Many also make the mistake of trying to purchase online. The convenience of ordering a copier / printer online can ultimately cost more and be extremely frustrating and risky.

This includes damaged or unexpected delivery and/or security issues, no setup or install, not knowing who you're buying from, and returns are difficult, if even possible. Just because something has a great price doesn't mean it's going to work the way you want and need.

Buying locally and forming that relationship with a trusted company, and service provider is the safest and most efficient route.

You should buy an off lease pre-owned copier from a vendor who you can trust and build a strong relationship with!



ELIMINATE THE HASSLE & STRESS OF FINDING THE RIGHT COPIER/PRINTER FOR YOUR OFFICE!



What is the Best Copier for My Business?

This is one of the questions that begins nearly every conversation I have with a new client. How do I choose the right copier for my organization's needs? It doesn't matter if you own a small business, manage a department in a mid to large-sized company, or run a church or school office. You still need a copier, printer or all-in-one machine that will do everything you need it to do at a price you can afford.

The first place I always start is by asking, 'What needs do you have that aren't currently being fulfilled by your printers/ copiers and/or service provider?'

Whether you are buying new or pre-owned copy machines, here are some questions you'll need to answer.



What Do I Need the Copier to Do?

Modern digital copiers are referred to as “multifunctional copiers” because they can do more than just copy. Almost all models are also capable of printing, scanning, and faxing. You may want extensive document handling and sorting/stapling features. Some options that were add-ons several years ago now come standard.



RICOH IM C4500

LOW VOLUME - MEDIUM VOLUME

★ **BEST SELLER**

Should you Lease or Purchase?

This is a question asked every day by my clients, and the answer isn't the same for everyone, however, about 90% of the businesses around the country now lease their copiers / printers. Ten years ago it was 50/50.

The main reason for leasing is technology changes quickly with multifunction copier / printer devices and this helps you keep your machines up to date. Many also lease because there is No Down Payment. Many small businesses like to keep their cash available to help grow their business.

Leasing a copier / printer allows you to acquire new equipment without having to spend thousands up front.



What Will My Estimated Monthly Copy Volume Be?

Start with your current copy volume. Your monthly paper consumption, the built-in counter in your existing copier, and your print shop receipts can all be used to help determine your current volume.

Once you have a rough volume figure, increase it by at least 20%. This will help you account for future growth, as well as compensate for the somewhat inflated monthly copy volumes set by manufacturers for their models. Even though pre-owned copiers should perform as new, overworking a photocopier is the quickest route to frustrating downtime, so you're better off not pushing it too hard.



How Many Pages Per Minute Do I Need?

Copier speed is measured in pages per minute or copies per minute (ppm/cpm) the number of lettersized pages the machine can produce in one minute when running at full speed. Most offices will get by comfortably with machines in the 30 to 75 ppm range. If you run a lot of copies every day, you don't want a slow printer. People who are used to 90 pages per minute will not want to go down to 60 pages per minute. It's a balance between the cost of the printer and the value of your time and productivity.



How to Find a Copier Repair Service **You Can Trust?**

In this area, you always get what you pay for. Make sure you choose a copier and printer company that has experienced, well-trained techs and personal top-notch service standards.

Find out what the service provider's standards are for the time between the phone call and the technician arrival time. It should be within 4 hours or less.

When a service tech works on your machine have them explain to you what they are doing and why. Have them show you the old parts that were replaced.

**Are you ready to streamline your Copier/Printer needs?
We make the process Quick & Easy!**

LET'S GET STARTED!

