Printer log sheet

TEMPLATE

ABOUT THIS LOG

One log per printer, or one for the copy room with the printer named on each line.

Printer or copier _____ Where it is _____

Log kept by _____ Started on _____

Who writes a line ◯ Whoever prints ◯ Copy room staff only

PRINTER LOG

Date	Printer	Name	Department	Document or purpose	Pages in the document	Copies	Double-sided (Yes or No)	Colour or black and white	Sides	Sheets	Initials

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KEEPING THE LOG

- [ ] Write the line when the job is printed, not at the end of the day from memory.
- [ ] Count the pages in the document once, and the copies separately, so the sides and sheets work themselves out.
- [ ] Write Yes under Double-sided only when both sides of the paper were printed.
- [ ] Mark colour jobs, since a colour side usually costs several black and white ones.
- [ ] Keep a line for a job that jammed or was printed again, and say so under Document or purpose.
- [ ] At the end of each month add up Sheets by department and by printer, and start a new page.

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