Toner request form

TEMPLATE

THE REQUEST

Filled in by whoever noticed, teacher or staff.

Requested by * _____ Date * _____

Printer or copier, as named on its sticker * _____ Where it is * _____

☐ Black toner ☐ Cyan toner ☐ Magenta toner ☐ Yellow toner ☐ Waste toner bottle

What is needed * ☐ Staples ☐ Drum unit ☐ Other

Part number _____

○ Toner low ○ Replace toner or toner empty ○ Waste toner full ○ Out of staples

What the printer says * ○ No message, but pages are faded ○ Something else

How urgent * ○ The printer has stopped ○ Running low ○ A spare for the shelf

BEFORE YOU SEND IT

- ☐ Copy the part number from the old cartridge or the printer's supplies screen, never from memory: cartridges that look alike often do not fit.
- ☐ Write down the exact message on the front panel; Toner low usually leaves time, Replace toner usually does not.
- ☐ If the printer has stopped, put a note on it saying so and which printer to use instead.
- ☐ Keep the empty cartridge until the copy room says how it is returned or recycled.

COPY ROOM OR BUSINESS OFFICE

Filled in by whoever keeps the supplies.

Received by _____

From the shelf or ordered ○ Given from the shelf ○ Ordered ○ Not needed yet

Quantity _____ Supplier and order number _____

Charged to department or budget _____ Ordered on _____

Fitted on _____

Shelf count updated ○ Yes ○ No

Person who asked told ○ Yes ○ No

Free to copy, change and share.