

# NEW STORE EQUIPMENT LIST

## AND OTHER CONSIDERATIONS

### COPIERS

- Black & white
- Color
- Digital
- Lease vs. buy
- Scanner
- All-in-One vs. stand alone
- Print on demand
- Self-serve vs. assisted
- Swipe card-copy cards
- Document finishing-drills, binding, cutters, hole punch, business card slitters
- Fiery (connected to computer)
- Maintenance contract

### POINT-OF-SALE SYSTEM

- Choose your software, and then compatible hardware
- CPU-buy as much memory, speed, and storage capacity as possible. Additional USB ports will be required to support peripheral devices
- Bar code scanner
- Pole display
- Scale-letter rated, compatible for POS system (state certified where applicable)
- Cash drawer
- Receipt printer
- Monitors-touch, customer view
- External back-up device-flash drive or external hard drive
- Label printer-see POS provider for specs
- Postage printer for online postage
- Network router
- Credit card swipe vs. stand-alone credit card machine

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## MAILBOXES

- Front or Rear load
- Portable modules
- Sizes (small, medium, large, drawers)
- Number of each size
- Key vs. combo lock
- Cost-New vs. used

## SECURITY GATE FOR 24 HOUR ACCESS TO MAILBOXES

- Roll down solid door
- Roll down gate
- Pull across scissor gate

## FRONT DOOR LOCK (FOR 24 HOUR ACCESS)

- Combination-mechanical push button
- Electronic combination-magnetic lock mechanism
- Magnetic strip reader
- Common key

## SECURITY

- Video-analog vs. digital
- Digital Recorder
- Motion sensor
- Monitors
- Internet access
- Microphones
- Safe-combo or key, fire rated

## PASSPORT PHOTO

- Camera-“Polaroid” or Digital
- Printer (for digital)
- Cutter

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## POSTAGE METER & MAIL FULFILLMENT

- Do you need a meter?
- Online postage account/printer
- High-volume mail processing—folder, inserter, tabber, high-speed address printer, CASS software, hole punch

## FAX MACHINE

- Plain paper
- High-speed
- Large document capacity-out going
- Large capacity incoming memory
- Transmission report capability

## KEY MACHINE

- Automatic vs. manual
- Primary key blanks-house and apartment locks-car keys discouraged due to equipment costs
- Specialty keys-Disney, college, sports, etc.

## LAMINATOR

- Heavy-duty
- Wide format

## PACKAGING TOOLS/EQUIPMENT

- Heavy duty dolly
- Floor scale
- Tape guns-3"
- Paper tape dispenser
- Box Sizing tool
- Slotting tool
- Hot Glue Gun
- Framing T-square
- 48" Steel rule
- Basic tool kit-pliers, crescent wrench/box wrench set, phillips-head and standard screw driver, allen wrench set, hammer, cordless drill
- Circular saw or panel saw (crate building)