

CAPITAL EQUIPMENT PREP SHEET

For Industrial Print & Packaging Equipment

Brought to you by Bingham Flexo Services

This preparation sheet is for plant managers, operations leaders, engineers, and purchasing teams preparing for a major equipment investment in flexographic or corrugated print and finishing systems.

SECTION 1: BUDGET & ROI

A simple breakdown to help justify your purchase internally.

Item:	Est. Cost	Frequency:	Potential ROI Areas:
Equipment (Main System)	\$ _____	One-time	• Increased Throughput or Speed
Install & Commissioning	\$ _____	One-time	• Reduced Labor Dependency
Operator Training	\$ _____	One-time	• Lower Downtime or Changeover Time
Software / Control Upgrades	\$ _____	As Needed	• Improved Product Consistency
Ongoing Service Plan (Optional)	\$ _____	Annual	• Enhanced Safety or Ergonomics
			• Faster Delivery for End-Customers

SECTION 2: FACTORY & STAFF READINESS

- | | |
|--|--|
| <input type="checkbox"/> CAD Layout or Floor Plan Ready | <input type="checkbox"/> Safety / Compliance Reviews Scheduled |
| <input type="checkbox"/> Existing Equipment to be Replaced? (Y/N) | <input type="checkbox"/> Internal Maintenance Team Briefed |
| <input type="checkbox"/> Accessibility for Equipment Delivery | <input type="checkbox"/> Operators Identified & Available for Training |
| <input type="checkbox"/> Utilities Confirmed (Power, Air, Floor Anchors) | <input type="checkbox"/> SOPs or Work Instructions Needed? |

SECTION 3: EQUIPMENT BASICS

Equipment Type: _____ Manufacturer/Supplier: _____

Equipment Footprint / Floor Space Requirements: _____

Estimated Total Cost: _____ Air / Water Supply Needed: _____

Electrical Requirements (Voltage / Amps / Phases): _____

Estimated Lead Time & Delivery Method: _____

Installation Requirements: _____

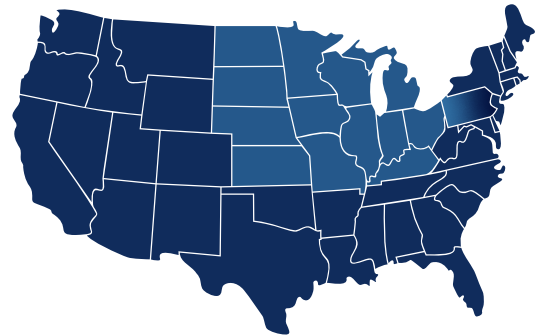
SECTION 4: TIMELINE & DECISION MAKERS

Step:	Target Date:	Responsible Party:
Internal Review Meeting	<hr/>	<hr/>
CapEx Budget Approval	<hr/>	<hr/>
Final Spec Confirmation	<hr/>	<hr/>
Vendor Selection	<hr/>	<hr/>
PO Submission	<hr/>	<hr/>
Installation Scheduling	<hr/>	<hr/>

SECTION 5: QUESTIONS FOR YOUR REP

Make the most of your evaluation process with these key questions:

- ? “Can this be phased into production or is a hard switchover required?”
- ? “What plants like ours have installed this system already?”
- ? “How long does install and training typically take?”
- ? “What happens if production timelines slip?”
- ? “Can we include service or training in the CapEx?”



Want Help Filling This Out?

Let's walk through it together. We'll guide your team step-by-step.



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