

Laptop & Tablet Selection Worksheet



Use this form to collect information about all the laptops & tablets you're interested in. We recommend using one worksheet for each computer you look at. That way, you can easily compare different makes and models. Fill in as much information as you can and don't worry about leaving blank spaces.

Manufacturer:

Make & Model:

Vendor Info:

Price:

MSRP:

Street Price:

Operating System

Name & Version

Chassis Style:

- Netbook / Ultra-portable
- Mid-size Laptop
- Full-size Laptop
- Tablet

Physical Specs.

Screen Size & Resolution:

Weight

CPU

Type & Speed:

RAM

Type:

Size:

Hard Disk(s) Size & Quantity:

Ports, Plugs & Slots Included

- Parallel
- Serial
- PS/2 (Mouse)
- External Monitor (list plug type)
- External Headphone
- External Microphone (MIC)
- FIR (Fast Infra-Red)
- USB (list quantity & location)
- Composite-video In
- Composite-video Out
- Audio Line-in (LIN)
- Audio Line-out (to external speakers)
- Dolby Digital Out

Miscellaneous Items

- Carrying Case
- Security Cable & Lock
- External Speakers
- Digitizer Tablet or Pad
- USB or Wireless Keyboard
- USB or Wireless Mouse
- Docking Station
- Fingerprint reader,
- Force-feedback joystick, game pad, or steering wheel/pedal controller.

Graphics Subsystem

Integrated or Discrete Graphics Card (circle one)

Manufacturer, Make & Model

RAM (Type & Quantity if applicable)

Sound System

Integrated or Discrete Sound Card (circle one)

Manufacturer, Make & Model

Format

Speaker Included? Type & Quantity:

Removable Media

Floppy Disk Drive Included?

Flash Memory Card Reader Included? Card Formats Supported:

Optical Drive(s) Type & Speed

Input

- Keyboard
- Touchpad with or without an Eraserhead
- Touch Sensitive Screen
- Trackball
- Webcam,
- Microphone (built-in)

Expansion

Bays (Type & Quantity)

Card Slots (Type & Quantity)

Networking / Communication

- Bluetooth Enabled?
- 802.11x wireless LAN Included? Type:
- Ethernet Adaptor Included? Type & Speed:
- 56Kbps v.90 FAX Modem included
- Cellular broadband radio (e.g. EV-DO, EDGE or HSDPA)

SCSI (Indicate Plug Type)

External SATA connector

FireWire (list type & quantity)

S-Video In

S-Video Out

S/PDIF (TOSlink connector)

NTSC/PAL Out

MIDI/Game Port

RJ-11 Phone Jack

RJ-45 Network Cable Jack

ExpressCard / PC Cards (list type & quantity)

Port Replicator

Power

DC Adaptor Included?

Surge Protector/ Power Strip Included?

Second Battery Included?

Estimated Battery Life (hours per charge)

Sustainability

Energy Star Rated?

EPEAT Rating

Laptop & Tablet Selection Worksheet

Manufacturer Warranty

Equipment Warranty Period
Technical Support Period

Bundled Software

Names & Versions

Printer

Manufacturer
Make & Model
Equipment Warranty Period

Monitor (Optional Extra)

Manufacturer
Make & Model
Size
Resolution
Equipment Warranty Period