

Desktop Selection Worksheet



Use this form to collect information about all the computers 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:

- Tower (all types)
- Desktop
- Small Form Factor
- All-In-One

CPU

Type & Speed:

RAM

Type:

Size:

Hard Disk(s) Size & Quantity:

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

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

Ports & Plugs 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
- 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

Miscellaneous Items

- Dust Cover
- Security Cable & Lock
- External Speakers
- Digitizer Tablet or Pad
- External PCMCIA Card Adaptor
- USB or Wireless Keyboard
- USB or Wireless Mouse

Sustainability

Energy Star Rated?
EPEAT Rating

Bundled Software

Names & Versions

Power

Voltage Required

Wattage

- Surge Protector/ Power Strip Included?
- Uninterrupted Power Supply (UPS) Included?
- Make & Model
- Battery Lifespan

Manufacturer Warranty

Equipment Warranty Period
Technical Support Period

Desktop Selection Worksheet

Printer

Manufacturer
Make & Model
Equipment Warranty Period

Monitor

Manufacturer
Make & Model
Size
Resolution
Equipment Warranty Period