

ABT Print Audit Checklist for 2026

Prepared for a confident and efficient 2026

Device Inventory

Device ID	Location	Make/Model	Serial #	Networked? (Y/N)	Age (Years)	Usage Level (Low/Med/High)	Status (Active/Idle/Retire)

Monthly Usage Report

Device ID	B&W Pages Printed	Color Pages Printed	Scans	Faxes	Duplex %	Avg. Pages/Day	Peak Month

Consumables Usage

Device ID	Toner (Units/Mo)	Ink (Units/Mo)	Paper (Reams/Mo)	Last Supply Order Date	Supplier Name

Service & Maintenance History

Device ID	Last Service Date	Issue Description	Resolution	Downtime (Days)	Service Provider

Contract & Warranty Info

Device ID	Under Contract? (Y/N)	Expiration Date	Monthly Cost	Service Included?	Vendor Contact

Spare Parts & Supplies Inventory

Item	Quantity On Hand	Average Monthly Use	Estimated Months of Supply	Reorder Point

Cost Analysis

Department	Monthly Print Spend	Devices Used	Avg. Cost/Page	Notes on Waste or Redundancy

Forecasting & Risk Assessment

- ☐ Have you identified devices nearing end-of-life?
- ☐ Do any supplies rely on imports subject to potential 2026 tariffs?
- ☐ Are there any outdated contracts to renegotiate?
- ☐ Have you evaluated vendor price increases or shipping delays?

Audit Action Plan

Action Item	Responsible Person	Deadline	Notes