



Document Management



## Printroom Services

One **Complete** Solution for property support services





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First impressions count and perfectly presented documents create a lasting impression that speaks volumes about a company's attitude to business. Investing in the necessary printing equipment and experienced operators is an expense that many businesses simply can't justify, which is why, at OCS Document Management, we've designed a range of solutions.

Our service caters for a wide range of needs. We can provide a complete on-site printroom solution that comes with the latest, state-of-the-art digital printers and copiers, finishing equipment for binding and collating documents, as well as highly-trained staff dedicated to serving your needs and committed to providing a responsive service.

Alternatively and if required, at OCS Document Management we can supply a wide range of copiers, printers and multi-function devices, which provide not only copying but scanning and fax capability, on a fleet hire basis.

In this case, having established your needs we specify the equipment very best suited to meet them. Our dedicated technicians install the equipment, which can be configured to allow staff to send files to print from their own desktops, and comprehensive training and ongoing support and maintenance is provided

Whether this means simply managing the integration of updated equipment, or providing a fully-staffed on-site document management facility, we can combine a vast array of services to deliver an innovative

yet highly appropriate solution that will transform the way that the business uses documents to carry and store information, improve the way that this information is presented, increase productivity and generate significant savings over traditional methods.

Where on-site operations are implemented, they are manned by highly-trained and experienced OCS staff. Alternatively we can embrace TUPE transfers whereby provide the necessary training and support to ensure a smooth and successful transition.

Through the use of remote monitoring software we can regularly monitor the use of consumables and ensure that they are replenished precisely when required, avoiding the need to store large stocks on-site.

Desktop access to is provided using intelligent software that also enables on line libraries to be established for standard forms and other corporate documents.

So for a flexible on-site print solution designed to meet your individual requirements, choose OCS Document Management.



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