

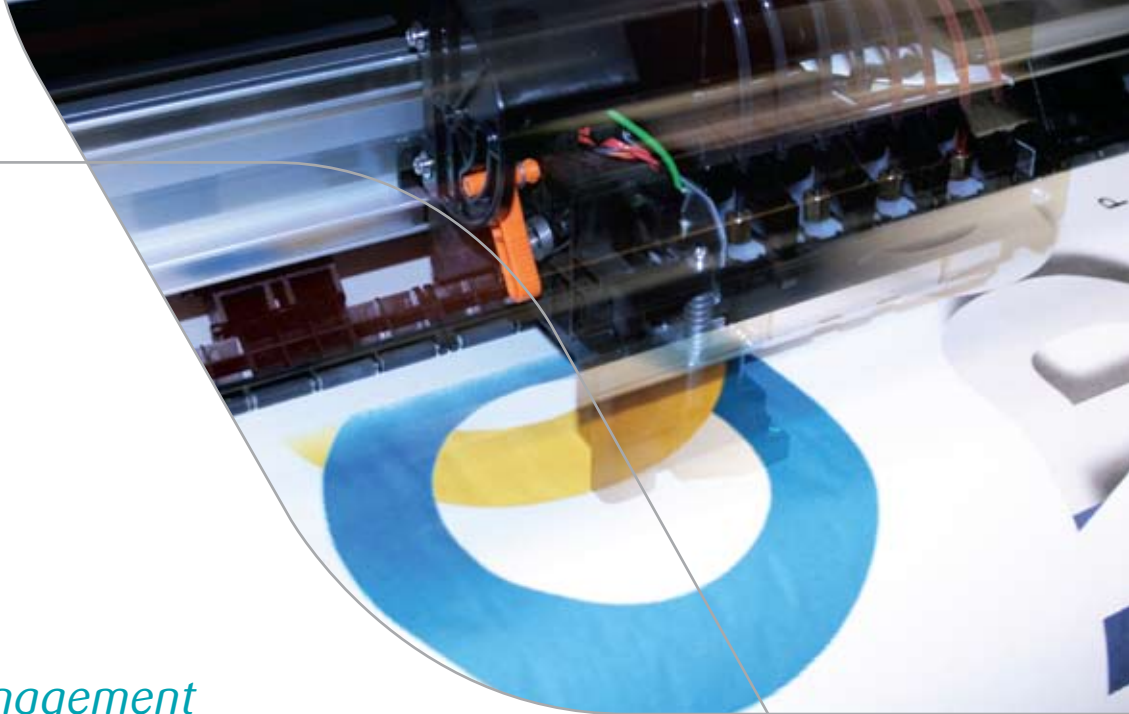


Document Management

Total Print Management

One **Complete** Solution for property support services





Total Print Management

Printing can be a significant business overhead, but all too often businesses don't know the true costs of their print usage and, in the majority of cases, they are actually paying more than they should. That's where OCS Document Management can help businesses to start saving.

Our Total Print Management service has been developed to help businesses to understand the true costs of document printing and to develop a cost-effective solution to meet their needs.

Over a 30 day period we conduct a comprehensive print audit, using software which identifies all print activity within the business analysed by department, or even by individual machines. This detailed report enables us to assess the total print requirement and, just as importantly, calculate the true cost to the business.

We then utilise this data to create a 'print strategy' - a plan to bring cost savings without compromising on quality or usage - which could involve refreshing existing equipment with more appropriate machines, introducing new technology or, for larger users, perhaps even establishing an on-site central print room.

The proposal we present demonstrates the potential savings and we calculate the costs to change, including capital, consumables, maintenance and even staffing costs, into a new all-inclusive cost-per-copy. This simple charging system brings greater transparency and provides an easier means of tracking costs and calculating disbursements.

We deliver the solution using highly-trained technicians to install and configure the new equipment, we provide staff training, ongoing maintenance and support when required, all of which is carried out to the highest standards in accordance with our established service level agreement. However our service doesn't end there; to ensure our solution continues to meet your changing business needs, we continue to monitor usage levels and undertake regular reviews in order to measure performance and identify potential opportunities or synergies.

So to ensure that print isn't costing your business more than it should, discover the benefits of Total Print Management from OCS.



Document Management

Freephone: 0800 282 382

Email: info@ocs.co.uk

www.ocs.co.uk