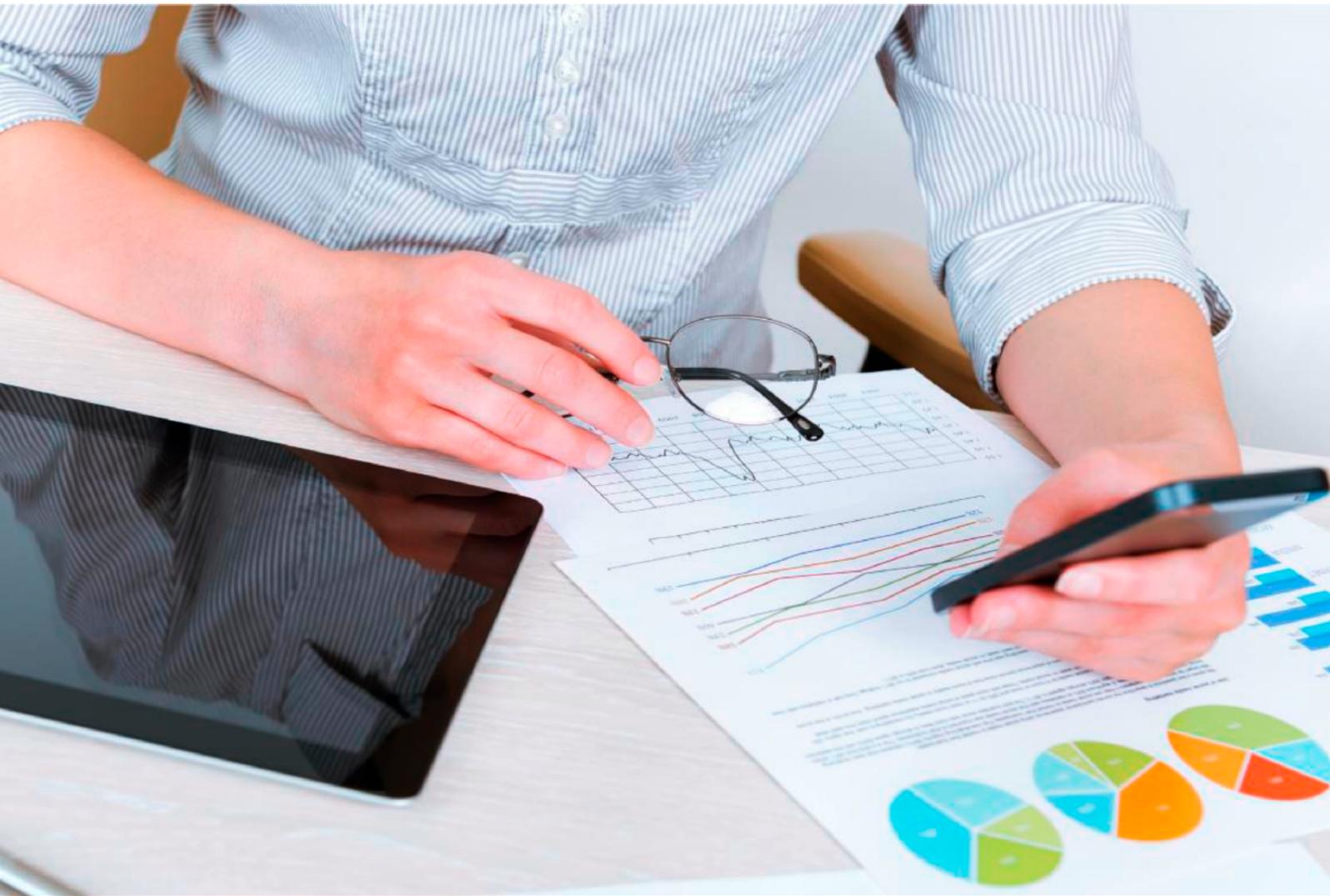




# Docuflow

Document Workflow Solutions



## Managed Print Services

Print Strategically

Print Smart

Print Docuflow

# Virtually the Most Strategic, Smartest and Sharpest Print Environment Imaginable

At Docuflow, we offer a consultative approach to Managed Print Services (MPS), constantly keeping you in mind. We identify your current costs and practices for document output and offer a customized plan that won't burden you with additional overhead.



## Print Strategically

Printing Practices Founded On Tactical Recommendations

**Print Environment Assessment** - Our assessment uncovers your total cost of ownership including all supplies, service, parts, outsourced print jobs, carrying costs of devices, and time spent on device management. Several recommendations are proposed in an effort to reduce your overall costs. We establish a benchmark of your print environment to regularly measure the success of your MPS program and make the necessary adjustments to meet your growing or declining requirements.

**Fleet Optimisation** - Each printing device in your fleet is placed in the best possible location -- performing at its fullest potential at a lower cost and meeting

the needs of the employees who use it. This is accomplished by right-sizing underutilised and over utilised printing equipment, replacing outdated devices with newer technology, or reducing unnecessary multifunctional printers (MFPs) and personal printers.

**Data Driven Decision Making** - Get a "single pane of glass" view of all activities, costs, and actions within your print environment. Our integrated cloud-based application suite has robust reporting tools to help manage assets, capture data, and enable the best actions to be taken based on accurate data for real-time fleet management and ongoing fleet analysis.

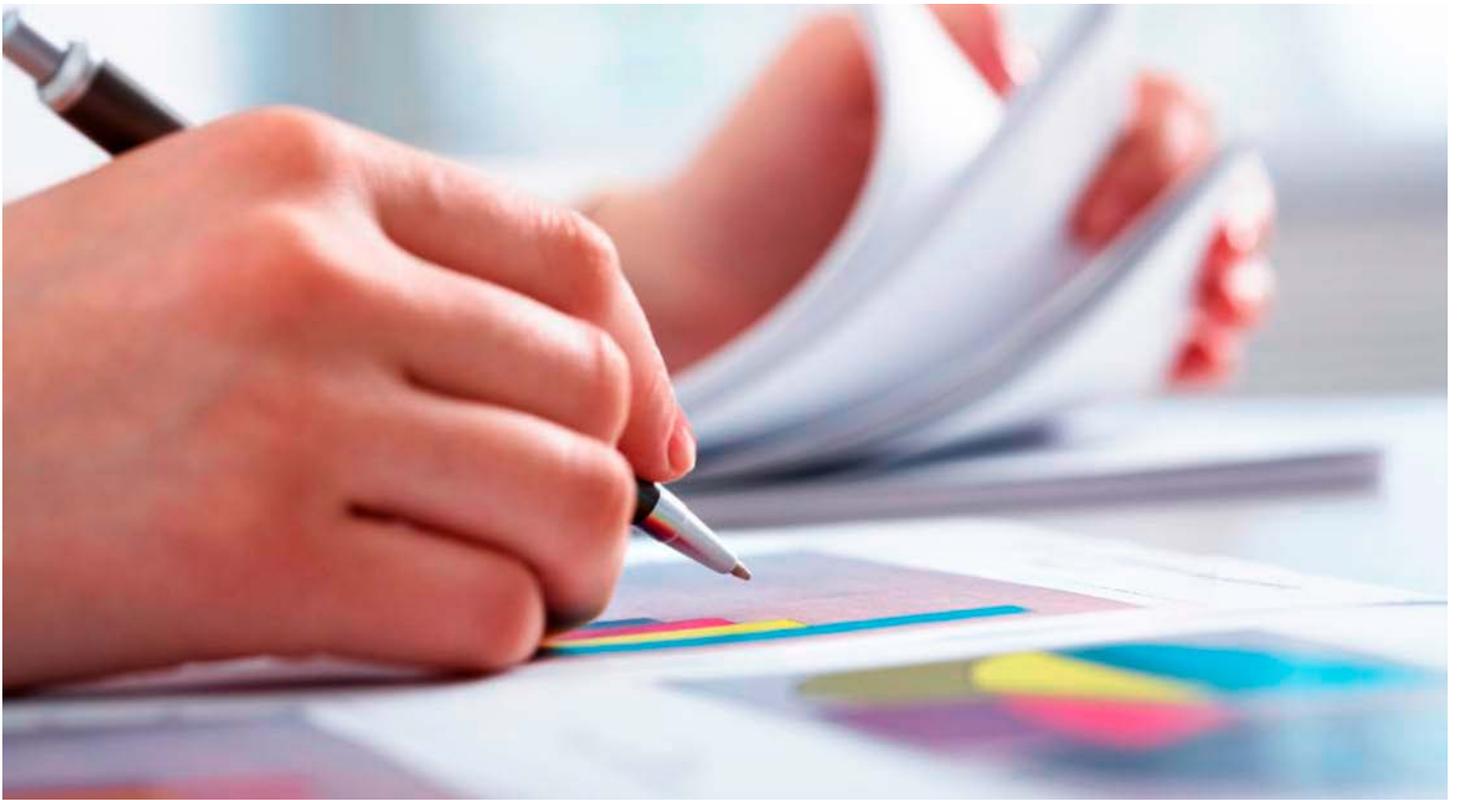


## Print Smart

Protect Classified Documents and Eliminate Waste with Dynamic Printing

**Rules-Based Printing** - Rules-Based Printing promotes good printing behaviour, deters overspending, reduces waste, and simplifies accounting/budget processes. Print jobs are analysed and routed to a particular device based on a set of predetermined rules and conditions. Employees receive notifications anytime a less efficient machine is chosen or a document is unnecessarily printed in colour. Printing costs are allocated to departments or cost centres and generate reports summarizing activity.

**Secure Print Release for Mobile Workers** - Dynamic print routing enhances mobility by allowing employees to safely print to virtually any networked MFP or printer directly from their mobile device. Print jobs are released when you are ready to pick them up following user authentication on the MFP or printer. This diminishes duplication and forgotten documents thus reducing waste, ensuring sensitive documents are not viewed by others, and compliance with regulations such as H I PAA, Sarbanes-Oxley, Gramm-Leach-Bliley Act and PCI data security standards.



## Print Docuflow

We Manage Your Fleet So You Can Concentrate On Your Business

**Single Point of Service** - Stop juggling multiple contracts, supply invoices and service orders. Docuflow will be your single point of contact for your entire print fleet and provide a single, predictable monthly invoice to simplify billing and administration.

**Simplified Payment Plan** - Our cost-per-copy (CPC) plan helps to dramatically reduce printing related costs by only paying for what actually prints. If you replace older devices with newer equipment, the cost of the device can be incorporated into the CPC rate with no additional capital expenditure required.

**Free Up Working Capital** - Savings can be realised in the form of time and money spent managing a fleet. A CPC plan from a single vendor can reduce the cost to print but also limits requisitions, PO creation, receivables, and time spent by Accounts Payables on invoices, reconciliation, and managing multiple vendors. By outsourcing fleet management, you can standardise your fleet which limits the time and cost of training.

**Just-In-Time Parts and Consumables** - Our monitoring and management processes ensure you have the parts and supplies you need exactly when you need them to avoid downtime. Gone are the days when stock of parts and supplies accumulate, taking up valuable space and representing nonperforming capital.

**Reduced IT Management Requirements** - A truly effective MPS program provides more than automated supplies and service fulfilment. We offer an adaptable outsourcing solution that applies Best Practices and Standards to your IT infrastructure and managed services for your print environment. This allows your IT personnel to focus on mission critical projects. You can reduce non-standard systems costs by utilising any or all of our integrated software platform, in-house helpdesk, tech support, nationwide service network, strategic vendor relationships and Just-in-Time delivery efficiencies.



## An Advocate For Your Print Environment

Every company should have an advocate continuously looking to reduce costs, increase security, optimise efficiency, and reinforce green initiatives. Our Managed Print Services (MPS) program keeps your fleet and your best interest in mind to help you attain the following advantages:

### Reduce Costs

- Know your true cost of printing
- Ability to budget for company-wide printing
- Restrict printing abusers and colour usage
- Allocate costs to departments/cost centres

### Increase Security

- Identify printing usage and trends
- Protect confidential documents
- Maintain regulatory compliance

### Optimise Efficiency

- Ensure devices are performing at full potential
- Reduce the amount of print vendors and invoices
- Print wirelessly from a smart phone or laptop
- Empower IT to focus on critical tasks, not printing

### Green Initiatives

- Print to the most energy efficient devices
- Reduce paper and toner consumption
- Reduce landfill waste

**What would your ideal MPS Program achieve?**



For more information call us on  
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**[www.docuflow.co.uk](http://www.docuflow.co.uk)**