Crime scene
Office!

Tracking down your office communication costs
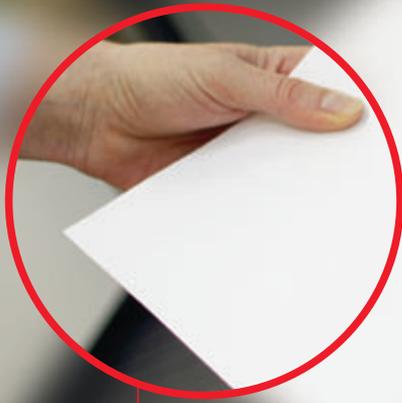
dconsult

Get the overall picture!

Have your office communication costs analysed and optimised! These costs shouldn't be taken lightly – after all, they represent up to 3% of total turnover in your company.

While overall copy volume has decreased continuously in the past few years, overall print volume has dramatically risen. This trend will continue. Unlimited amounts of information are available electronically. As deemed necessary, this will be printed and later disposed of. Documents will no longer be archived in print form, but rather printed again and again.
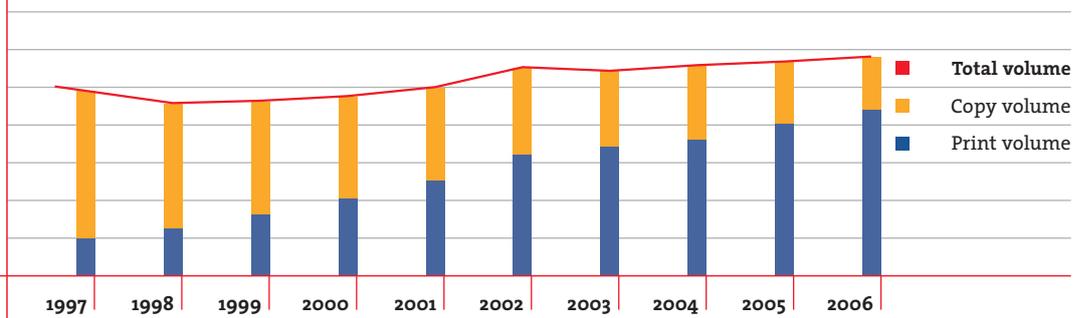
The resulting rise in print volume is turning into a cost trap. Over the years, copy costs have been steadily optimised (and decreased), but print costs in most companies are unknown. Beginning with the purchase of a printer, which is usually done by the IT department or individual staff, often attention is only given to the acquisition costs and not the actual printing costs – which can be enormous. In many cases, these costs are two to three times more than for copies. This difference can lead to a huge cost issue for companies.

It's time to examine these costs more carefully!

The rise in print volume turns into a cost trap.

										■ **Total volume**
										■ Copy volume
										■ Print volume
1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	

Trend of average copy and print costs

We'll take on this case!

We investigate how you can optimise costs and workflows in your company by examining the entire document production process. The investigation begins ...

Crime scene »Decision to purchase«

The acquisition costs of a system are often the dominating purchase criteria. However, on the average, acquisition costs represent only a slight amount of the total costs while operating costs can constitute up to 50%. It is not rare to pay 20 cent for each printed page.

Crime scene »Utilisation«

In many companies, each staff member has a print system. Because the largest amount of print volume is produced on local printers, it is hard to achieve an overview of total costs. Print systems are generally operating at only 10% of capacity – this means that only one tenth of the invested capital is actually being used.

In addition, heterogeneous, oversized »fleets« of printers do not meet the needs of companies and older models consume high amounts of materials and electricity. Multiple suppliers complicate the process by doubling the work of purchasing toner and ink. A lot of time and money could be saved!

It quickly pays off to closely analyse the costs for consumables and service.

Crime scene »Outsourcing«

Approximately two-thirds of print volume in most companies is outsourced to print shops. It is time to rethink this decision. Today, fast colour printing systems with a whole range of output options have become standard. Personalised mailings or brochures can be produced in-house easily and at a lower cost.

Optimising the balance between in-house and outsourced printing can produce savings of up to 50%.
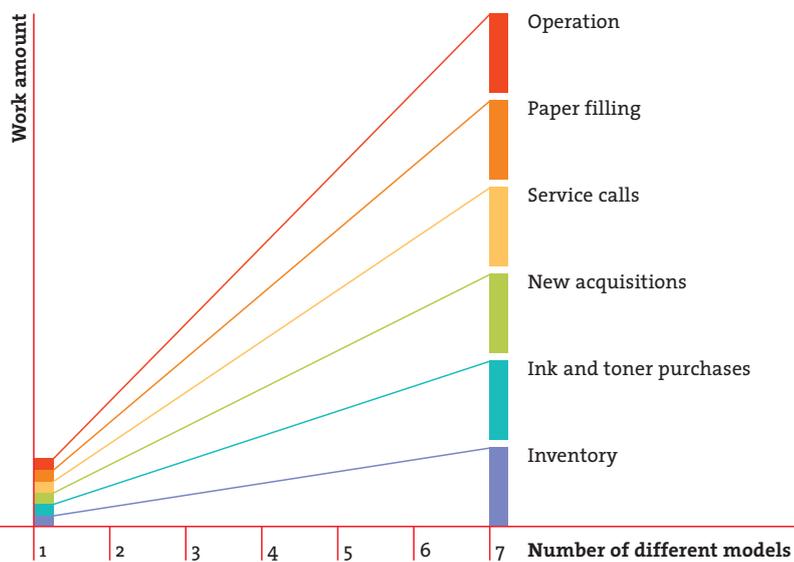
The investigation continues:
The real needs

We not only offer you reliable data regarding office communication. Above all, we'll analyse your actual needs.

During the analysis phase, the production of documents will be carefully examined. Alongside taking inventory of the systems, all consumable materials and maintenance costs will be itemised. This includes collecting monthly page volume information and commercial data. The result is an objective set of information, which can be used as decision-making criteria for improving your office communication. The interests of the entire company and of the users are of highest priority. Upon request, a questionnaire or workshop for users can be conducted to help draw up a proposal based on the exact needs. We feel that the quality of the analysis defines the effectiveness of the proposal for optimisation.

The use of only one multifunctional system often meets the actual needs

Work amount

Operation

Paper filling

Service calls

New acquisitions

Ink and toner purchases

Inventory

1 2 3 4 5 6 7 **Number of different models**

Increment of the overall work amount in relation to the rising number of different models

Crime solved!

Trust us: We work on an individual basis and develop specific measures to meet your needs. In the following paragraphs, we have prepared a few examples for you regarding some of the areas, in which costs and workflows in your company can be optimised.

Optimising the system

Optimising the system

The existing equipment »jungle« will be reduced, yet meet staff needs – fewer systems and models and fewer suppliers. The equipment will be replaced with efficient multifunctional systems.

Benefits

> Less space is necessary increasing the usefulness of rented space.

> Reduced energy costs and more efficient systems.

> Reduced administrative costs for ordering supplies, storage and accounting; reduced service costs through increased system stability; large time savings.

> Work and costs for accounting and service management sink drastically due to the reduced number of suppliers.

Centralised printing

Print, copy, scan, fax – these functions are centralised for each department or team through a multifunctional system.

Benefits

> Costs are reduced up to 70%. Overhead costs are reduced through lower prices per page with a central output system.

> More functions are available, both regarding the output format (staple, hole punch, fold, duplex) and regarding communication possibilities (scan-to-eMail, PC-fax, etc.).

Upon request, all output methods (fax, print or copy) are covered by a common page price. Page prices can include all costs, even hardware and service – this helps to increase the transparency of costs. You will only pay what you actually use.

Optimising workflows

Cost allocation based on principle of origin

It is recommended to gather and book all communications costs – print, fax, copy, scan – in budget lines.

If, for example, the marketing department prints a document, these costs will be subtracted from the marketing budget line. This way, costs can be directly accounted to specific projects. When each user or department covers their specific costs, the systems will be used more responsibly. The users themselves will begin to search out the most cost-effective system for their print jobs.

This principle can also be used to assign various user profiles. This allows certain users to access specific functions (e.g. scan-to-email), while others cannot.

Insourcing: Get your own print shop in the office!

Up until a few years ago, it was almost impossible to produce colour documents in the office – the necessary technology was missing. All colour print jobs were outsourced to service providers at high costs. However, today, high-quality colour documents can be produced in-house and at lower costs – just as quickly as black and white printouts.

Worthwhile results: The enormous costs of external print jobs can be reduced while documents in small numbers can be produced in-house and changed as necessary, for example based on product specifications.

More than just cost optimisation – multifunctional systems improve and accelerate internal workflows

Optimising technology

Print-on-Demand

Instead of producing vast numbers of documents at external print shops, they can just as professionally be printed in-house on digital output systems – based on need. The key advantages being that no costs are incurred for the transport and storing of documents, as well as for disposal of old documents.

Instead, documents will be printed as necessary. Furthermore, the content of a particular edition can be adjusted to the situation or customer, without incurring large costs. Digital print systems offer the same wide range of output options as an external print shop. High-quality paper and high paper weight, glossy-effects and folds are all possible.

Electronic archiving

In companies where multiple documents need to be saved and archived, electronic archiving systems can save significant amounts of time and money. Documents are scanned and archived using archival software. Searching for information is reduced to seconds and at the same time, space is saved. A further bonus: you have access to all customer information, no matter in which department they have been archived.

Our dconsult
offer
for you

- **Initial discussion**
  In a personal discussion you will define your goals. Based upon this, we, together with you, will determine the process and general conditions of the consulting agreement.

- **Status analysis**
  Copy, print, fax, scan – we record all systems in your company, as well as the workflows connected to the systems. After classifying commercial data, e. g. toner costs, we evaluate every cost factor in your company, including the print costs per page for each system.

- **Presentation of results**
  Based on our analysis, we develop and present to you a proposal for optimisation, which meets your personal goals.

- **Technical Implementation**
  Our technical service is responsible for the implementation and installation of the solution for optimisation, including a thorough briefing of your staff. Because processes change in every company, we will happily implement your wishes even during the term of your contract – whenever adjustments are needed. We offer you continuous service and support, for example through remote diagnosis.

Through our intelligent ineo Remote Care reporting system, your Develop systems are directly connected to our control centre and, for example, can automatically transmit meter readings or error messages to our service technicians. This reduces your administrative costs related to accounting. Since we are automatically informed about errors, we can provide immediate remote maintenance or even correct the problem locally in a short period of time. Thus, the productivity and lifespan of your systems are increased. At the same time, administrative work and costs will be minimised.

You do not need special software installed on your server to use ineo Remote Care at your company. Your system communicates directly with our control centre via email, fax or radio (thanks to GSM technology) without impeding on your company network.

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Choose dconsult!

Now it's up to you to optimise your office communication. By choosing dconsult, you select the most competent partner: from a detailed analysis of your individual needs to the unique solutions developed especially to meet your needs.

It's the worthwhile way!

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Please contact your dealer for further information.

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