

Reduce and control costs



In good economic times, companies often take their eye off the ball when it comes to costs.

But when times get tougher and revenue goes downhill, many organisations scramble to find ways to cut cost to maintain profits.

On average, research suggests the costs associated with documents in a business account for 6 percent of annual revenues.¹ Yet 74 percent of organisations² have not measured the financial cost of resources like paper or storage associated with their document workflows – not to mention all of the unseen costs to a business associated with poor process, duplication of effort or lost productive time. These hidden, and often unnecessary costs can go by unnoticed and unmanaged, impacting your business profitability.

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How can you reduce and control costs associated with documents in your business?

Managed Print Services

Aside from visible costs such as print infrastructure, ink and toner, paper and power, the labour cost associated with maintaining your equipment as well as the cost implications of having a device offline is a factor many businesses overlook. Increasingly, organisations are entering into Managed Print Services (MPS) agreements to assist both in uncovering and controlling resident costs associated with printing in their business.

We can perform an assessment of your document output management, assets, infrastructure and workflows across your business, assess your current costs and baseline spend, and provide you with a strategy to maximise cost efficiency. By managing their printer, copier and fax fleets, organisations have saved up to 30 percent of their printing costs.³

Our modular MPS offering means we can design a solution for your business, regardless of its size or location. So if you want a basic solution that allows automatic meter capture to remove the need for manual meter-collection and submission activities, or a full-service solution including on-site personnel to proactively monitor your devices for faults as well as keep them stocked with paper, toner and other consumables – we can build it.

Cost recovery solutions

In years gone by, the costs of office printing were frequently borne by the IT department alone and reported as a consolidated cost of doing business, without the visibility of who was printing what. With print-release technology, users authenticate at the device when collecting their print job, creating a trail of activity that allows you to disburse and control print costs at a user, department or cost centre level. Depending on the functionality required, Fuji Xerox Australia has a range of cost recovery solutions that can be tailored to meet the needs of your business. This means you can easily view, monitor and forecast print-associated costs, and attribute them back to the relevant department, or assign them to a specific customer or job – critical for organisations with a need to on-charge costs to their end customer, like the legal or professional services fields. The flexibility of the solutions also means that the swipe card used to release the job from the device can either “count up” and tally costs for jobs along the way, or “count down” and only allow release of jobs that fall under pre-paid or pre-set amounts – perfect for environments such as schools, where different rules for students and teachers apply.

Reduce waste

Research suggests that up to 20 percent of print outs are never collected, and up to 40 percent are disposed of less than 48 hours after being printed. While this figure is shocking, it also represents an opportunity to quickly reduce wastage with minimal business impact. Implementing a print-release solution means documents are only printed when the user releases the job from the multifunction device using a swipe card or entering a code at the device. Fuji Xerox's latest range of multifunction devices makes the benefits of print release technology easier than ever to deploy, with technology resident in the device removing the need for additional terminals, software or servers.

Set rules

Applying business rules and routing to your print devices can also achieve significant cost benefits. These could be as simple as defaulting your device to print double-sided, to complex programs that automatically analyse the type of document, its size and even time of day to automatically route it to the most appropriate printing device. Our range of print management tools allow you to set these rules easily and report on their effectiveness. It can also be integrated with an inhouse print room to ensure that large documents are not being produced on smaller office devices that are not optimised for high-volume production.

Automate common tasks

Did you know that the cost of filing, searching, scanning and retrieval of documents amounts to over \$7000 per employee per annum?⁴ Streamlining and automating document processes can save your organisation a lot of time and money. Automate™, a Fuji Xerox solution, can improve the way you create, review, authorise and locate documents in your organisation. Automating common workflows within your organisation will not only increase the speed at which tasks can be completed, but also minimise the risk of error by reducing the number of steps in the process – and when work is done faster and more accurately, it's easy to see the cost reductions that can be achieved.

For more information or detailed product specifications,

Please call us on 02 4220 5000 or visit us at fxillawarra.com.au

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References:

1. Infotrends, 2009. 2. IDC workflow study, 2011. 3. Gartner, 2009. 4. IDC workflow study, 2011.