

**RICOH**

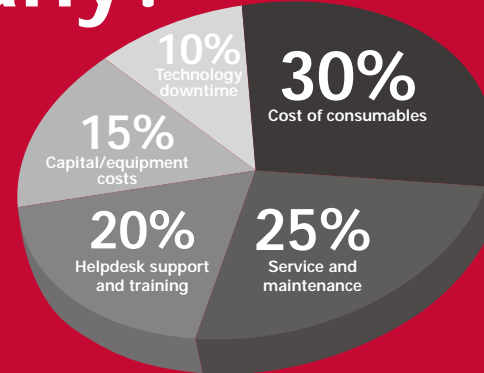
Office Consulting

**RICOH**



### Is inefficient document generation affecting your company?

Without a centralised and coordinated printing strategy, your organisation may spend up to six percent\* of your annual revenue on document printing. This high cost is a result of maintaining an inefficient mix of printing hardware and bottlenecks in resource sharing.



The Total Cost of Document Output

\* Gartner, 2003

Trim away to a new business model



# Take control with Ricoh

Ricoh Office Consulting is a thorough, efficient and unobtrusive way of auditing your technology needs. We will help you eradicate disparate document fleets and, crucially, guarantee lower TCO from document investments.

## Benefit from established Ricoh consultancy culture.

Ricoh consultants begin by analysing your existing document generation infrastructure, since a number of problems can result from equipment that is not managed properly. Ricoh consultants use questionnaires, and informal interviews with senior executives as well as departmental managers, to understand your company's strategic goal and operational requirements. A consulting report is then prepared,

which assesses the current situation, along with recommendations on improving efficiency and cost control.

Typically, organisations save between 15% and 25% of their current yearly spend. We pride ourselves on our professional advice. Our brief is to discover how effectively your office technology operates and look for every opportunity to improve efficiency and quality whilst reducing costs.

**4 Solution design**  
Demonstration of how specific cost savings can be achieved through the deployment of document solutions and services.

**5 Solution deployment strategy**  
Strategy for the integration of new solutions and appropriate systems management tools.

**6 Recommendations for ongoing managed services**  
Managing and maintaining your document output environment to strict and agreed service levels.

## Do you:

- Know how many printers, fax machines, copiers and scanners are in place across your business?
- Have a variety of ad hoc technology standards in place that are difficult to support?
- Know the true costs associated with acquiring, managing and maintaining these devices and their supplies?
- Fully understand how your devices are being used?



**1 Initial meeting**  
To help you understand the specific benefits of Ricoh Office Consulting to your business.

**2 Instruction to proceed and fact-finding**  
Approval to proceed with audit and information/data gathering.

**3 Comprehensive audit**  
Ricoh Office Consulting to establish cost of ownership for your document output environment.



- Face increasing helpdesk calls and support demands to address document output problems?
- Face increasing output volumes and output costs?
- Lack a single point of ownership for the management of your document output?
- Face new challenges and issues integrating output devices effectively and securely within your corporate network?

## Ricoh offers insights on document generation efficiency via

- Unobtrusive and efficient process.
- Tried and tested methods.
- Clear, open and honest advice.
- Future proof recommendations.
- Audited results.
- Process to control consumables, servicing and other expenses.
- Ongoing data tracking systems.
- Rationalisation of equipment and procedures that reduce costs.
- Bespoke solutions to match your needs.
- Realistic equipment "change out" strategies.

## Ricoh offers:

- Potential costs savings between 15%-25% helping you achieve greater profitability.
- Fleet optimisation by reducing the number of devices in your business.
- Cost transparency so you know how efficiently your budget is spent.

For more details, contact Ricoh Office Consulting.

