SMB
OFFICE PRINT POLICY

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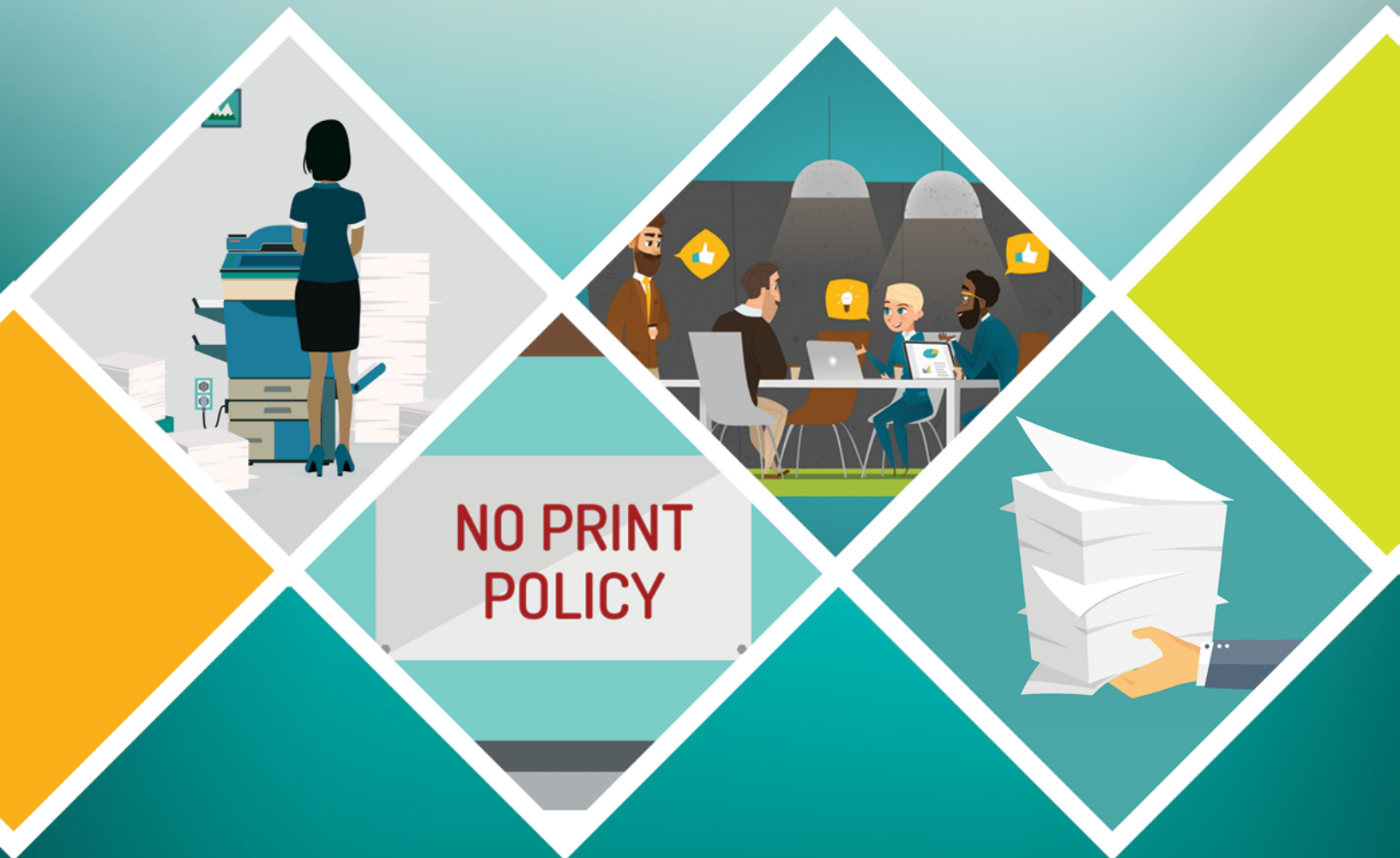
COMPANIES OF ALL SIZES ARE LOOKING FOR WAYS TO TRIM COSTS & INCREASE PRODUCTIVITY - ARE YOU?

NO PRINT POLICY

OFFICE PRINT POLICY

IS YOUR OFFICE PRINTING OUT OF CONTROL?

At Green Office Partner we specialize in providing document technology solutions that put you in control. Each of our exclusive managed print programs are designed to help our customers save money, boost employee productivity and reduce their carbon footprint.

Our proven experience with thousands of customers confirms that the absence of an effective "Print Policy" consistently causes avoidable waste and expense.

This complimentary "Office Printing Policy" guideline will help your organization identify ways to print less and print. For less with suggestions of how you can leverage your existing technology to your advantage.

Be sure to see our sample Print Policy Template found on page 4.

Why you should consider a print policy

Ask yourself these questions:

- Do you currently have a print policy?
- Do you know exactly how many printers you have throughout your organization?
- Do you know how much you are spending on office printing every month?
- Have you recently completed a print assessment?
- Do you have an effective recycling program for empty print cartridges and paper?

If you answered NO or you were not sure about your answer to any of questions above, chances are you a prime candidate for an office print policy.

Office printing stats and facts

Industry experts have identified office printing inefficiencies as "low hanging fruit" for immediate cost savings and employee productivity.

- 90% of companies don't know how many printers they have or how much they spend on print
- Print is typically the third highest business operating expense behind rent and payroll
- The typical office worker prints 10,000 pages per year at an average annual cost of $725
- Four prints are now made for every one copy
- 37 to 41% of print related expenses avoid formal procurement approval
- 40 – 60% of IT help desk calls are print related

Can you relate to some of these points in your office?

What is a "print policy"?

A print policy is a set of understood "guidelines" or "rules" followed by an engaged office worker. Some print policies are loosely managed and others include specific directives on what a person can print, how much they can print and on which print device.

5 Pro Tips to launch your print policy effectively

Looking to do it on your own? Here are 5 proven ways to make your print smarter print greener initiative a success!

1. ## Make it a POSITIVE at the employee level
   Engagement is critical for success! Let users know the objective is to improve the print environment and not to negatively affect them.

2. ## Get people to make some form of COMMITMENT
   Rally the troops to commit to the new protocol - possibly in writing!

3. ## PROMOTE, promote, promote!
   Create a buzz in your office by promoting the benefits and recognizing positive behaviors.

4. ## INSPECT what you expect people to do
   Inspect printing activities and behaviors on an ongoing basis to ensure success.

5. ## FOCUS on power users
   Identify the people who print the most and make sure you have them engaged!

OFFICE PRINT POLICY

Hello Team,

Please review the following actions to do your part in helping us print smarter and print greener!

Re-set print driver default settings
Set two sided and black and white printing as standard print driver defaults.

Print color only when necessary
Color should not be used for internal documents.

Avoid printing emails when possible
Emails are the #1 culprit of avoidable waste.

Print multiple images on one page
Reduce paper consumption and cost for presentations, reports, etc.

Reduce the font size before printing text documents
Pack more text on a page to reduce avoidable waste.

Send larger print jobs to a larger print device(s)
Get your jobs completed faster and improve the reliability of smaller devices.

Use digital documents when possible
Avoid printing by scanning, storing and sharing digital documents.

Turn devices off at the end of the day
Power down to save energy during evenings and weekends.

Recycle used print cartridges
Place used print cartridges in their original packaging for recycling.

Thanks in advance for your participation in our new office printing policy. Please initial below to confirm that you understand the requested activities above and agree to support our new "Office Print Policy."

_____   _____
Signature   Date

Need help? Let's start with a print assessment.

Sometimes it's best to get all the facts first to determine the most effective print strategy.

Print assessments provide business leaders with immediate insight into their organizations' actual printing behaviors, volumes and costs with nominal effort. Newer monitoring software technology makes the process very easy to monitor print devices and capture data over a predetermined period of time. The data collected is used to create a fact-based report of findings to evaluate an organization's current state and identify possible opportunities to reduce costs, boost employee productivity and reduce avoidable waste.

Fact-based Reporting Includes:

- **Inventory of all Print Devices** – Networked and offline devices
- **Usage by Device** – Black and white, and color print volumes
- **Actual Print Costs** – By page, by device and overall
- **User Activities** – By department or end user level
- **Energy Consumption** – For all hard copy devices
- **Recycling Practices** – Used cartridge disposal

Upon review of the findings, business leaders are able to make educated decisions on short-term and long-term opportunities that may include benchmarking against similar organizations.

Three popular print assessment opportunities

1. The One Day Print Assessment: Let us give you a snapshot of what your current printing volumes in less than 24 hours! We'll come to your facility before work hours to collect meter reads on your print devices and do the same at the end of the day. You'll receive a snapshot of your current print volumes and costs to identify immediate opportunities to save or improve.

2. Complimentary Print Assessment Service: Our most popular service! You get access to our print monitoring software which automatically collects fact based data on your actual print volumes and costs. You'll receive a detailed report of our findings so you can make an educated decision on specific opportunities for your business. Most organizations identify opportunities to save up to 30% from this exercise alone.

3. Professional Services: For larger organizations that may have multiple locations or an international footprint, we suggest a more strategic approach to collecting and analyzing a client's data on a larger scale. You benefit from our industry specific experience with benchmarking metrics and proven best practices to achieve your business objectives.

About Green Office Partner

Green Office Partner specializes in simplifying the complexity and management of office technology solutions. Green Office Partner customers enjoy predictable budgeting, efficient workflows, robust security protection, and greener print strategies that save money and the environment. Regionally recognized, locally owned and operated – think Green Office Partner for great service and excellent value.

Best Known For:

- Responsive service with a personal touch
- Proven brands
- Easy to do business with
- Ongoing value as a business partner

Customer Business Outcomes:

- Expense Visibility & Control
- Cost Savings
- Budget Predictability
- Improved Productivity
- Security Protection
- Environmental Sustainability