

Customer Name:

Address:

Key Contact:

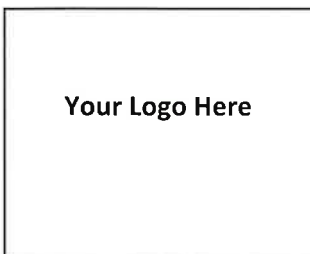
Telephone Number:

Email Address:

MPS Survey Provided By:

Completed By:

Date:



Canon

More Detail.

MFD Suppliers

Please tell me as much details about their service support, billing systems, account management, current software supply & support.

FAX

Do they use fax machines?

How many faxes do you have?

How much fax traffic do they have?

What costs are associated with the faxes? Leased lines/purchase price etc.

SCANNERS

Do they use scanners?

How many scanners do you have?

Please describe the use of the scanners.

What costs are associated with the scanners - purchase price etc.

EXTRAS

Do you need to print from mobile devices – iPads etc?

Do you have a requirement for Colour match proofing?

Do you have a Reprographics Dept with a jobs submissions system?

Do you pay for external printing?

If “Yes” then please provide full details of volumes, costs etc.

Do you have any environmental policies currently in place?

What measures if any are you taking to reduce your carbon footprint?

Services.



Secure Print – Uniflow.

Do print users visit the devices regularly to collect their jobs?

Do users need to print sensitive documents securely?

Are print jobs regularly left on the out trays and then discarded?

Are there concerns about confidential print being seen by visitors?

Are documents regularly reprinted due to small changes?

Are any documents sent to print never used due to changes or delays?

Do remote workers print on expensive smaller printers but still regularly visit a main office?

Do people have to route their journeys within the building to specifically collect a print job from the machine they sent it to?

Do people have to resend jobs because they need more copies?

Do people ever print more copies than required?

Would you like to have visibility of who's printing what, where & how?

Customer Benefits - Time & Money

Guaranteed that only the intended recipients view the documents.

Prints can be collected from the most convenient and cost effect device.

Not all jobs sent to print need to be printed so thus avoiding wastage.

Quantities and finisher options can be amended before release.

Users avoid constant visits to the machines for fear that their documents will go missing or fall into the wrong hands

You can monitor and restrict printing volumes and facilities by user.

Existing access card systems can be used to authenticate at the device.

Services.



Rules & Routing – Uniflow.

Do your users generally just print to the nearest device, regardless of cost?

Do users consider if a job should be printed in colour or double sided?

Would you like to control the volumes and output options of some users?

Would you like to restrict what's printed in colour?

Would you like to force printing to be double sided wherever possible?

Do you want to automatically control copy and printing costs?

Customer Benefits - Time & Money

Based on your rules set, prints are automatically rerouted to the most cost effective or efficient option.

Smaller volume jobs can still go to locally connected printers but larger ones automatically rerouted.

Rules can be set to force certain output to be printed mono and/or duplexed.

Certain users can be provided permissions to override the rules.

Certain users can have volume printing or finishing option restrictions.

Services.



Document Scanning & Achieving – eCopy.

Do you need to regularly scan documents in for distribution by email?

Do you need documents retrievable via reliable OCR?

Do you have an existing Document Management system which many users need to scan into?

Do you need to annotate scanned images?

Would you benefit from scanned documents being able to file and distribute themselves into a defined workflow based on information captures?

Do you need scanned information to be changed and edited within standard Microsoft office applications?

Customer Benefits - Time & Money

Automatic integration into existing DM systems to maximise previous investments.

OCR facilities to avoid the retyping of existing paper-based information.

Creation of workflows which automate information flows and approval processes.

Services.

PLANETPRESS.SUITE



High Volume Merge Data Printing – Planet Press.

Are you using Main Frame Printing?

Do you undertake transaction printing?

Are you still using Impact Printers/Dot Matrix?

Do you find this type of printing costly and restrictive to change and improve?

Are you printing in-house high numbers of the following:-

Invoices

purchase orders

account statements

pick tickets & labels

forms

contracts

mail merged information

Advertisement or flyers

Customer Benefits - Time & Money

Increased efficiency to target your customers based on their specific needs.

More cost effective routes to high volume printing and finishing options.

Higher & faster rate of response to changing print requirements.

The ability to plan in-house & design your own marketing campaigns.

Automate print processes.

Execute remote & distributed printing.

Perform round robin, job splitting & load balancing.

Automate the distribution process of documents via distributed printing, email & fax.

Easy form redesign.

Add barcodes to your forms.

MPS

Why is it important.

Why exactly are customers keen to talk about MPS?

Larger companies with 30plus print devices know instinctively that they have issues with print. They don't necessarily have the data to establish the total costs in spend and time but they recognise that it isn't under control.

Key issues they already understand are:-

- 1) They don't know exactly how many print devices they have, who's using them or for what.**
- 2) They can't easily monitor or control print costs across all devices and users.**
- 3) Historically print, copying and scanning have grown organically with responsibility drifting between depts – Office managers, IT, Finance, Purchasing etc. In most companies full accountability still sits across multiple parties who may not share the same consolidated "Print Vision".**
- 4) Print facilities and services have changed but without the benefit of a consolidated strategy, therefore leaving them now without a truly integrated plan for their long-term future needs.**
- 5) Due to no single internal accountability, new hardware and solutions have been installed but these assets and their potential benefits are unrealised. Therefore newer technology has been added, sometimes offering increased security or cost saving facilities, but these have not been exploited.**
- 6) Businesses are now becoming increasingly aware, that despite years of decreasing hardware costs, that their Print Spend continues to grow. That print technology has become increasingly complicated and time consuming. That they don't have the skill set, internal resource or desire to tackle these themselves BUT they do want a consolidated plan which will meet their current and future needs whilst demonstrating cost savings and service efficiencies.**