QUILLS GROUP
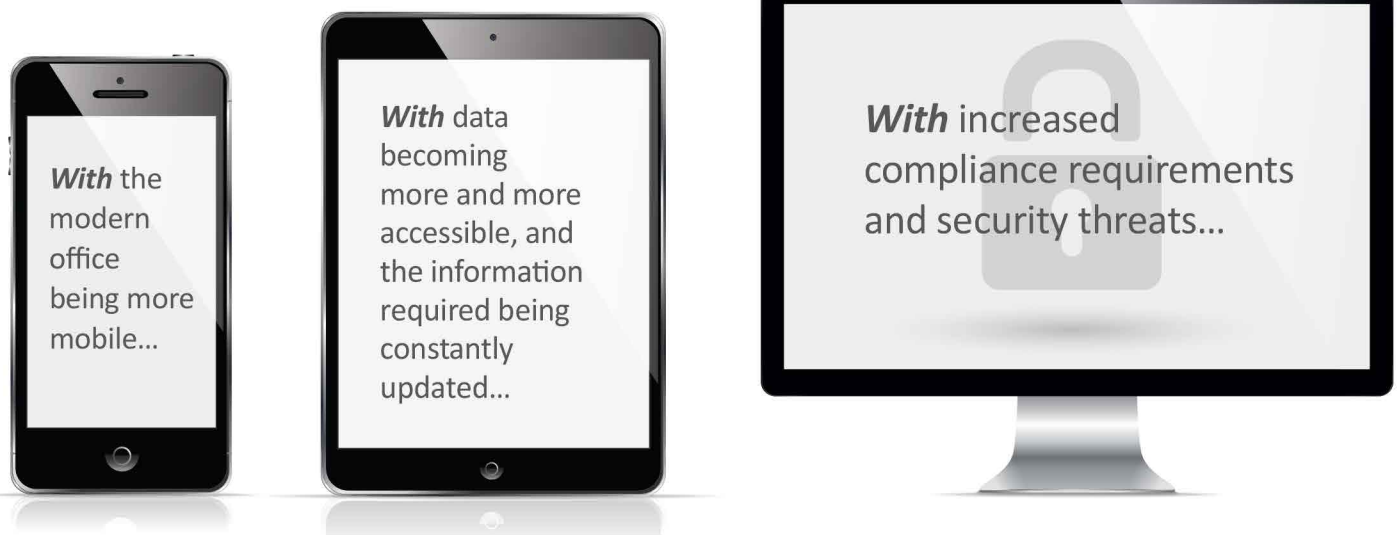### MANAGED PRINT SERVICES

Managed Print & Document Services

Managing cost and security whilst improving the environment

Why Managed Print & Document Services?

The Managed Print Services Association defines Managed Print Services as "the active management and optimisation of document output devices and related business processes". It can help you with the everyday challenges of the modern workplace, whilst taking care of your security needs, keeping up with the latest compliance and delivering a better total cost of ownership.

MPSA
MANAGED PRINT
SERVICES ASSOCIATION

With the modern office being more mobile...

With data becoming more and more accessible, and the information required being constantly updated...

With increased compliance requirements and security threats...

"MPS will help you manage and optimise your document output and related business processes"

"A true MPS Solution could

save up to 40%

on your current Total Cost of Ownership"

Quocirca

Our MPS Solutions

Our MPS solutions offer you complete flexibility and choice, enabling us to create a tailored proposal that best fits your needs. Through the assessment, optimisation and proactive management of your entire print environment we are able to help you achieve your business objectives.

We will recommend a document strategy that provides visibility, control, security, reliability and cost savings. Our multi-vendor solution enables us to make unbiased recommendations to provide the best results and return on investment for your business.

"Workplace printing costs can comprise **up to 3%** *of total corporate revenues"*

"Access to over 350 engineers covering the UK & Ireland"

"Available 24 hours, 365 days a year"

- Operated Support Centres

"Total peace of mind"

The Possibilities of MPS

The traditional office environment is changing with increasing pressure to have the latest information available and the ability to process data rapidly, this can put a strain on resources.

We can advise your business on how to enhance your document workflow and general business processes through document management, archiving and optimisation of your output infrastructure.

Why not use your Office Identification pass to print?

Take those everyday frustrations out of printing, whilst enhancing security and print mobility. Our enhanced MPS solution will eliminate admin requirements ensuring that your employees can print from any of your multiple devices even if they are located in an alternative office.

Office of...

today	tomorrow
1. Print document	1. Send to print
2. Select printer	2. Confirm preferred properties
3. Select properties	3. Scan office ID badge
3. Confirm print	4. Collect documents
5. Select ID on printer	
6. Insert pass code	
7. Select job	
8. Collect documents	

"Reducing wastage, improving environment and ultimately improving cost"

Philip Fletcher
Account Manager
Scan to print

"Advanced MPS helps you to streamline the processes behind the document output into electronic workflows"

Increase efficiency with travel expense automation

Introduce automated electronic travel expenses and streamline the process that your employees currently undertake when submitting expense requests. Our advanced MPS solution will assist with your CSR initiatives by significantly reducing paper usage and CO_2 emissions, whilst enhancing security, productivity and eliminating any fraudulent claims.
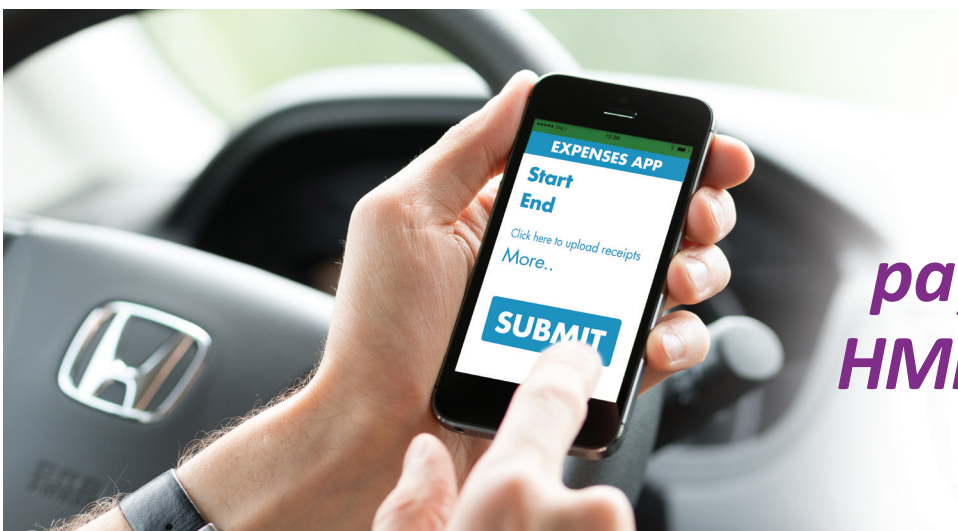
Office of...

today

1. Check mileage usage
2. Calculate travel expenses
3. Collate receipts
4. Complete expenses document
5. Scan receipts
6. Obtain signature
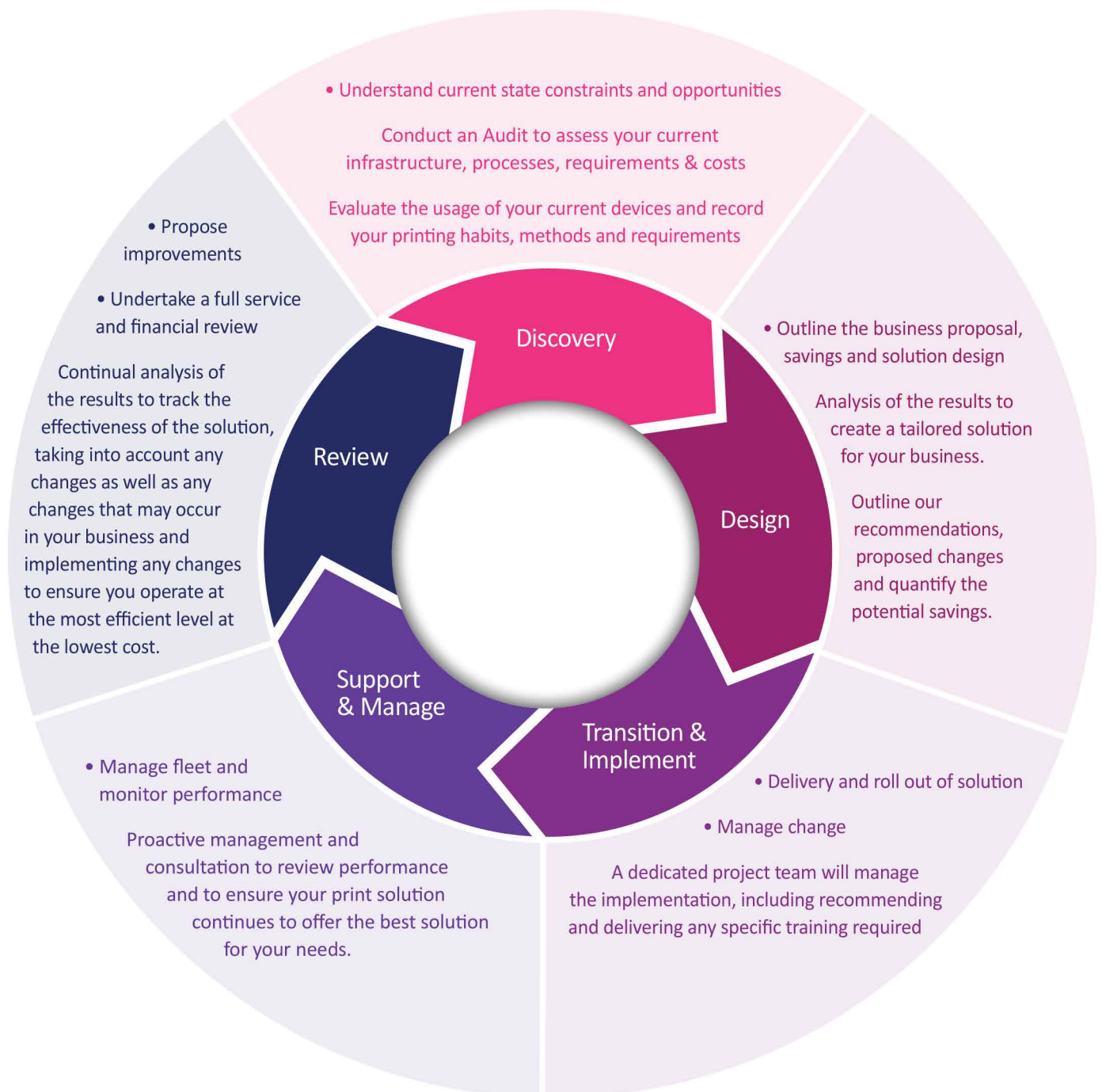7. Mail/provide to HR

tomorrow

1. Download app on mobile device
2. Select to start/end journey
3. Take photo of fuel receipt and upload to advanced system
4. Submit expenses
5. Automated approval requested via authorisation matrix

"Resulting in accurate payments and HMRC approved process"

Our Managed Print Services Process

Discovery

• Understand current state constraints and opportunities

Conduct an Audit to assess your current infrastructure, processes, requirements & costs

Evaluate the usage of your current devices and record your printing habits, methods and requirements

Design

• Outline the business proposal, savings and solution design

Analysis of the results to create a tailored solution for your business.

Outline our recommendations, proposed changes and quantify the potential savings.

Transition & Implement

• Delivery and roll out of solution

• Manage change

A dedicated project team will manage the implementation, including recommending and delivering any specific training required

Support & Manage

• Manage fleet and monitor performance

Proactive management and consultation to review performance and to ensure your print solution continues to offer the best solution for your needs.

Review

• Propose improvements

• Undertake a full service and financial review

Continual analysis of the results to track the effectiveness of the solution, taking into account any changes as well as any changes that may occur in your business and implementing any changes to ensure you operate at the most efficient level at the lowest cost.

"90% of companies do not know or under-estimate their own document production costs"

Gartner Group

Our Managed Print Solutions

mcs

1 Managed Consumable Supply

Our Managed Consumable Supply utilises a Supply Management System to automatically notify us, when your consumables require replenishment, it will initiate the ordering and fulfilment process automatically.

Benefits

• Automatic ordering to eliminate any mistakes, reducing the expense of handling returns

• Receipt of supplies before they are required, eliminating costly emergency stock orders

• Piece of mind of guaranteed fulfilment

• Technical support and training – installation of software and ongoing maintenance provided as part of the overall inclusive cost for the licence

mms

2 Managed Maintenance Supply

Our systems and infrastructure enable us to offer true IT support across the UK. We can offer strategically located engineers and stock locations to meet differing service levels needs effectively and rapidly via a sophisticated logistics system.

Benefits

• No need to replace or invest in new hardware

• Service price per month per machine or cost per copy pricing excluding/including consumables

• Triage steps to solve issues and minimise on site service repairs and end-user downtime

• Access to proprietary system of service providers for on site repair of devices under time and material billing

• Reporting on all call types, actions to resolve the issue and customer satisfaction results

• Automatic service intervention when required

• Eliminates extensive calculations to arrive at image cost

mps

3 Managed Print Services

This is perfect for organisations seeking to reduce costs whilst still protecting hard won productivity levels and responsive service delivery.

Benefits

• Improved cost management and business efficiency

• Improved visibility and predictability

• Improved environmental impact

• Freeing up IT resources

• Rationalising suppliers

mds

4 Managed Document Services

A document management system automates the entire process of capturing, organising, accessing, updating, integrating and customising information and removes the huge inefficiencies and associated costs of the reliance on paper documents.

The components include enhanced user experience, business process improvement, integration and business process optimisation.

Benefits

• Reduced storage of supplies

• Flexible retrieval and indexing

• Improved, faster and more flexible searching

• Improved security

• Disaster recovery

• Digital archiving

• Improved regulatory compliance

How our Managed Print Solutions can help you:

• Guaranteed savings on print costs

• Predictability of costs for more accurate budget forecasting

• Free up IT resource to focus on core tasks

• Optimisation of hardware and deployment of new hardware

• Improved security and risk reduction

• Improved reliability and productivity

• Tailor made solutions, regularly reviewed to meet your changing requirements

• Accountability and visibility of printing activity within your business

Contact us...

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Web: www.quillsuk.co.uk/mps

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